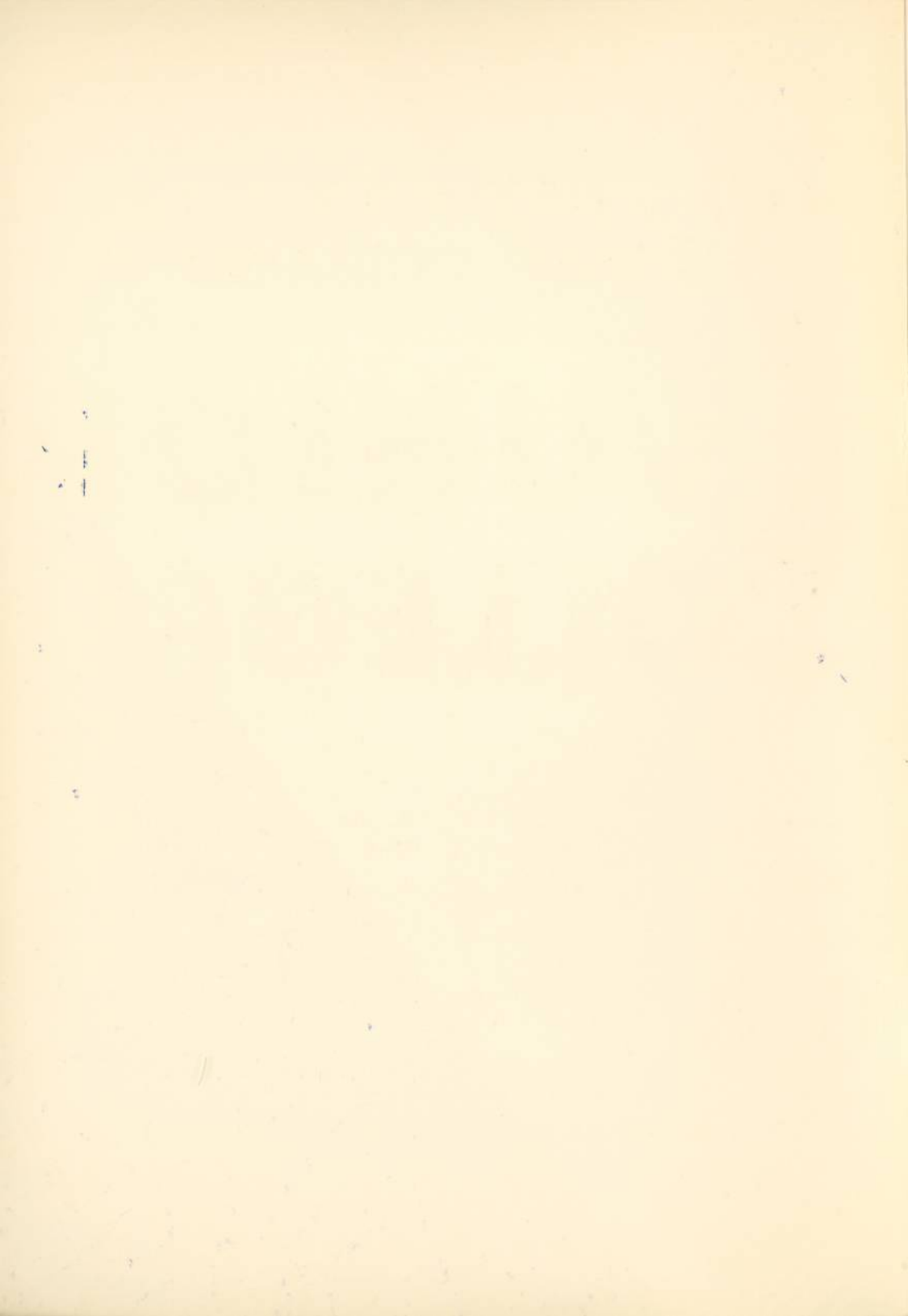


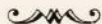
**BAY  
CITY**

**JUNIOR  
COLLEGE**

**1951  
1952**



# BAY CITY JUNIOR COLLEGE



ANNOUNCEMENTS  
1951-1952



*A COMMUNITY COLLEGE*

*Fully Accredited by the*  
NORTH CENTRAL ASSOCIATION  
OF COLLEGES AND SECONDARY SCHOOLS  
*and*  
THE UNIVERSITY OF MICHIGAN



Telephone 8518  
Columbus at Hampton Bay City, Michigan



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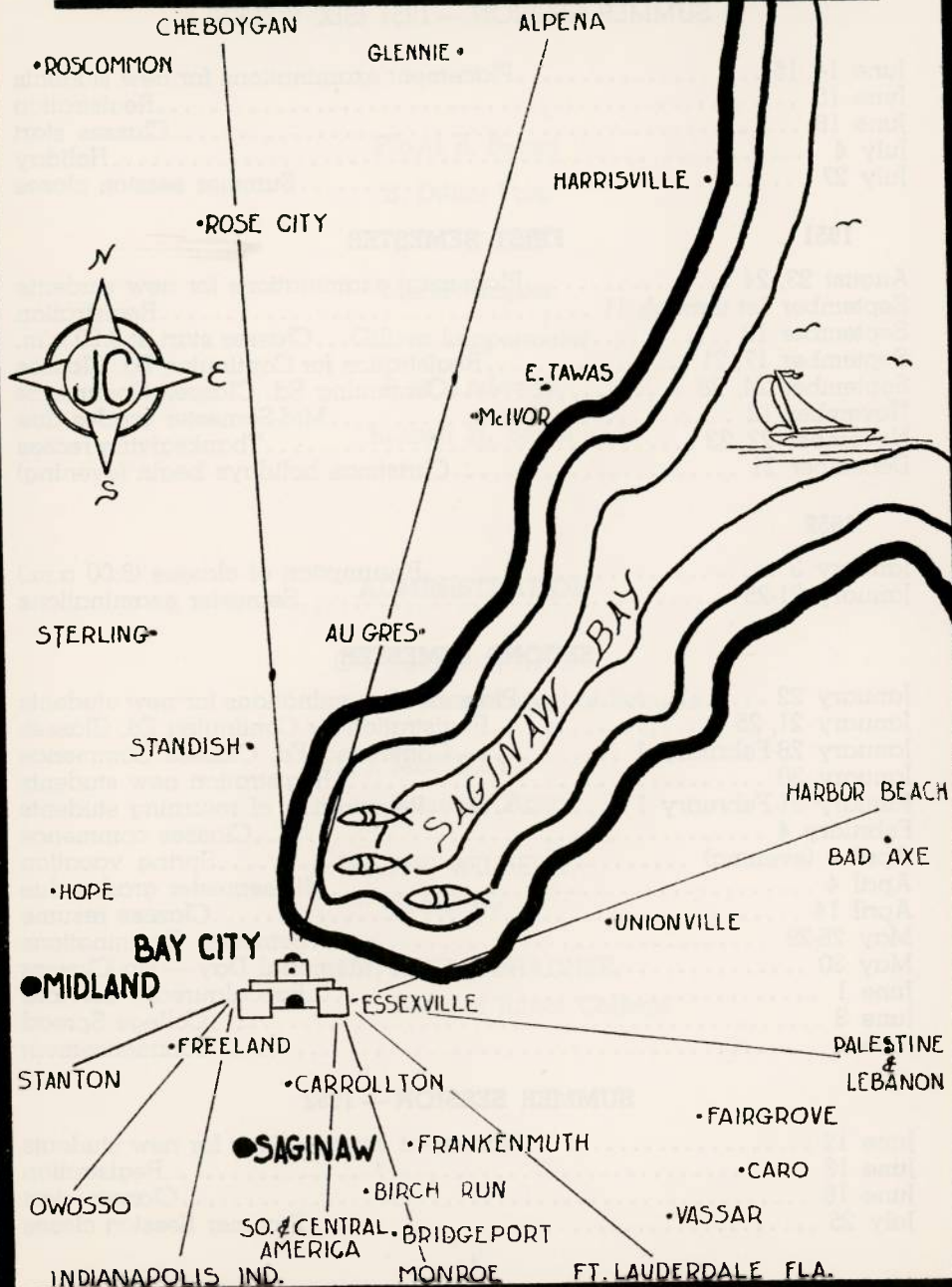
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# OUR JUNIOR COLLEGE AREA



# Calendar

1951 - 1952

## SUMMER SESSION 1951 (SIX WEEKS)

|             |                                         |
|-------------|-----------------------------------------|
| June 14, 15 | Placement examinations for new students |
| June 15     | Registration                            |
| June 18     | Classes start                           |
| July 4      | Holiday                                 |
| July 27     | Summer session closes                   |

1951

## FIRST SEMESTER

|                          |                                         |
|--------------------------|-----------------------------------------|
| August 23, 24            | Placement examinations for new students |
| September 1st through 11 | Registration                            |
| September 12             | Classes start at 8:00 a.m.              |
| September 17, 21         | Registration for Continuing Ed. Classes |
| September 24, 28         | Continuing Ed. Classes Commence         |
| November 12              | Mid-Semester grades due                 |
| November 22, 23          | Thanksgiving recess                     |
| December 21              | Christmas holidays begin (evening)      |

1952

|               |                                   |
|---------------|-----------------------------------|
| January 3     | Resumption of classes (8:00 a.m.) |
| January 21-25 | Semester examinations             |

## SECOND SEMESTER

|                       |                                         |
|-----------------------|-----------------------------------------|
| January 22            | Placement examinations for new students |
| January 21-25         | Registration for Continuing Ed. Classes |
| January 28-February 1 | Continuing Ed. Classes Commence         |
| January 30            | Registration new students               |
| January 31-February 1 | Registration of returning students      |
| February 4            | Classes commence                        |
| April 4 (evening)     | Spring vacation                         |
| April 4               | Mid-semester grades due                 |
| April 14              | Classes resume                          |
| May 26-29             | Semester Examinations                   |
| May 30                | Memorial Day No Classes                 |
| June 1                | Baccalaureate services                  |
| June 3                | College Spread                          |
| June 6                | Commencement                            |

## SUMMER SESSION — 1952

|         |                                         |
|---------|-----------------------------------------|
| June 12 | Placement examinations for new students |
| June 13 | Registration                            |
| June 16 | Classes start                           |
| July 25 | Summer Session closes                   |

## **Bay City Board of Education**

Floyd R. Beutel

S. Dillon Foss

J W Hebert

Merle Jacques

Gilbert Leppelmeier

B. W Lodewyk

Russell H. Smith

### **ADMINISTRATION**

CHARLES B. PARK,  
Superintendent of Schools

L. J. McCULLY,  
Business Agent

WAYNE WILHELM,  
Secretary

DR. ERIC J. BRADNER,  
Dean of Junior College

## **Administrative Staff**

|                      |                                         |
|----------------------|-----------------------------------------|
| Bradner, Eric J.     | Dean                                    |
| Thorsberg, Walter E. | Registrar                               |
| French, G. M.        | .Director Veterans' Institute           |
| Kern, Palmer         | Dean of Men                             |
| Peterson, Margaret   | Dean of Women                           |
| Schultz, Clarence    | Bursar                                  |
| Stuart, Robert M.    | Director, Dept. of Continuing Education |

# Active Faculty

- Bradner, Eric J. Dean  
Principal of Bay County Normal School, A.B., Occidental College, M.A., Ph. D., Northwestern University. Additional graduate work: University of Southern California and Stanford University.
- Cady, Loren Music  
A. A., Bay City Junior College. B. Mus., Oberlin College. M. Mus., University of Michigan.
- Dudley, Dwight Business  
M.A., Marquette University B.A., Ripon.
- Evans, H. R. Music  
B.Mus., University of Michigan. Mus.D., Alma College.
- Ewing, Meta Mathematics  
B.S., M.S., Michigan State College. Additional graduate work: Michigan State College and University of Chicago.
- Fettig, Grace E. County Normal, Journalism  
Michigan State Normal College. B.S., Central Michigan College of Education. M.S., University of Michigan. Additional graduate work: Michigan State College.
- Franek, Theophile V Day Trade Machine Shop  
A.A., Bay City Junior College. B.S., Western Michigan College of Education. M.A., University of Michigan.
- Freed, Samuel J Chemistry Physics  
A.B., Northern Michigan College of Education. M.S., University of Michigan.
- French, G. M. Placement, Economics  
A.B., Alma College. M.A., University of Michigan.
- French, Sena G. (Mrs.) Accounting, Economics  
B.S., Western Michigan College of Education.
- George, J H. Astronomy, Geology  
B.S., M.A., University of Chicago. Additional graduate work: University of Chicago; University of Iowa.
- Hellmuth, Erma J. Spanish  
A.B., M.A., University of Michigan. Additional graduate work: Centro de Estudios, Madrid; Centro de Estudios, Mexico; Diploma of Suficiencia, Centro de Estudios Historicos, Madrid. Four summers of study and travel in Brazil, Argentina, Chile, Bolivia, Peru, Ecuador, Panama Canal Zone and West Indies.
- Hodgson, Erma B. Geography, Sociology  
A.B., M.A., University of Michigan. Field work in Japan. Lecture course, Nippon Cultural Institute, Karuizawa, Japan. Reconnaissance: China, Hong Kong, Philippine Islands, Eastern and Western United States and Canada. Social Work: Christopher House Settlement, Chicago; World War Measure Hospital, Bay City; University of Michigan Hospital, Ann Arbor.

- James, Freburn W. . . . . Printing  
Junior Varsity Coach. B.Th., Emmanuel Missionary College. A.B., Calvin College. M.A., University of Michigan.
- Kern, Palmer B. . . . . Director of Athletics and Dean of Men  
Physical Education, A.B., B.S., Western Michigan College of Education. Additional graduate work: Michigan State College; Akron University.
- Kessler, Libbie . . . . . Librarian  
Library Science, A.A., Bay City Junior College. A.B., University of Michigan. B.L.S., University of Illinois.
- Klingbeil, Gladys M. (Mrs.) . . . . . English  
A.B., Aberystwyth College, University of Wales. M.A., University of Michigan. Additional graduate work: University of Michigan; University of Wisconsin.
- Klingbeil, H. C. . . . . Speech, English, Political Science  
A.B., Pennsylvania State College; M.A., University of Michigan. Additional graduate work: University of Pennsylvania; University College of Wales, Aberystwyth; London School of Speech and Drama; Oxford University; University of Wisconsin.
- Krafka, Elizabeth . . . . . Biology  
A.B., Lake Forest College. M.A., University of Wisconsin. Additional graduate work: Marine Biological Laboratory, Woods Hole, Massachusetts; University of Iowa; Rocky Mountain Biological Station, Colorado.
- Lagden, Olive L. . . . . French  
A.A., Bay City Junior College. A.B., M.A., University of Michigan. Additional graduate work: Boston University; Western Reserve University.
- McGregor, Nellie M. . . . . English, Publications Crucible Advisor  
B.Pd., Michigan State Normal College; A.B., M.A., University of Michigan.
- Parks, Harry G. . . . . History Political Science  
A.B., Michigan State Normal College. M.A., Colorado State College of Education. M.A., University of Michigan. Additional graduate work: Wayne University; University of Denver, University of Arkansas, Illinois State Normal University; Boston University. Graduate Army Administrative School, Adjutant General Department.
- Pease, George O. . . . . Mechanical Drawing  
M.S. Stout Institute.
- Peterson, Margaret . . . . . Dean of Women  
B.A., Park College. M.A., Northwestern University
- Plum, Kathleen B. (Mrs.) . . . . . Art  
B.S., University of Wisconsin. Additional graduate work: Ecole Russe d'Art Applique, Paris; Fontainebleau School of Fine Arts, Fontainebleau, France; University of Wisconsin; Columbia University; University of Michigan; Michigan State College.
- Rogers, Fred B. . . . . Physics  
A.B., Morningside College, Iowa. M.S., University of Michigan. Additional graduate work: University of Chicago and University of Michigan.



- Royal, Ada I. . Physiology, Hygiene, Psychology  
B.S., Michigan State Normal College. M.A., University of Chicago. Additional graduate work: University of Michigan, Columbia University and University of Southern California.
- Saile, Marcia C. Mathematics  
A.B., Houghton College, New York. M.A., University of Michigan. Additional work, West Virginia University.
- Schultz, Clarence C. Bursar, Veterans' Counselor  
A.A., Bay City Junior College. Additional work: University of Michigan and Central Michigan College of Education.
- Smith, Earl W. .English  
A.B., M.A., University of Michigan.
- Stiles, A. Edward History  
A.B., M.A., University of Michigan.
- Stuart, Robert M. Director, Dept. of Continuing Education  
A.B., Central Michigan College of Education. M.A., University of Michigan. Additional graduate work: University of Michigan.
- Stump, Marilyn J Physical Education  
B.S., Michigan State College.
- Thorsberg, Walter E. Mathematics  
A.B., M.A., University of Michigan.
- Ueberhorst, Louis K. .English  
A.A., Bay City Junior College. A.B., M.A., Ph.D., University of Michigan. Additional graduate work: Harvard University; Wayne University; University of Michigan.
- Watson, Helen C. (Mrs.) Secretary to The Dean  
Life Certificate, Michigan State Normal College.
- White, Carolyn K. Supervisor of Training School and Instr in Education  
B.S., Michigan State Normal College. Life Certificate, Michigan State Normal College; Additional graduate work: Ohio State University; Western Reserve University; Milwaukee State College; Columbia University.
- Willard, W A. L. Mathematics  
B.S., Michigan State College. M.A., University of Michigan.
- Williams, Fred J . Chemistry  
B.S., Michigan State College. M.A., University of Michigan. Additional graduate work: University of Chicago.
- Woodford, Marion L. Chemistry  
B.S., Central Michigan College of Education. M.A., Michigan State College.
- Zielinski, Rose R. Testing and Guidance  
Spellman Parent Education Fellow. B.S., Michigan State Normal College. Graduate work: Teachers College Columbia University; New York School of Social Work; Colorado State Teachers College; Penland, N. C. School of Handicrafts; University of Iowa.
- Zwemer, Adrian F Chemistry  
A.B., Hope College. Graduate work: Northwestern University; New York State Teachers College.

## FACULTY EMERITUS

|                                                               |                   |
|---------------------------------------------------------------|-------------------|
| Butterfield, George E.<br>Bay City Junior College, 1926-1949. | Dean              |
| Bishop, Lola L.<br>Bay City Junior College, 1930-1949.        | . French          |
| Hobbs, Ada E.<br>Bay City Junior College, 1931-1950.          | English           |
| Howe, Alice A.<br>Bay City Junior College, 1927-1945.         | Chemistry         |
| Martin, G. L.<br>Bay City Junior College, 1922-1945.          | . Chemistry       |
| Presley, Florence (Mrs.)<br>Bay City Junior College, -1950.   | Library           |
| Schroeder, Mathilda M.<br>Bay City Junior College, 1922-1945. | German, English   |
| Shellenbarger, Rufus C.<br>Bay City Junior College, 1922-1937 | ... . Mathematics |



# Faculty Organization

**Faculty Council:** A number, approximately equivalent to the full time faculty are assigned by the Dean to responsibility for student activities, for student advising, and for academic and administrative problems in the Junior College. These instructors, together with the Deans, the Registrar, the Director of Continuing Education, the Recorder and the Bursar, constitute the Faculty Council.

The Standing Committees of the Faculty Council carry out the various activities assigned them by the Dean. Each Standing Committee is also expected to work in cooperation with the student organizations and with the officers and committees of the Student Union.

## COMMITTEES AND COMMITTEE CHAIRMEN

### Administrative —

|                           |              |
|---------------------------|--------------|
| Administrative Policies   | Dr Bradner   |
| Educational Studies       | Mr Williams  |
| Information and Promotion | Mr Thorsberg |
| Scholarships and Awards   | Mr George    |
| Veterans' Affairs         | Mr. Kern     |

### Curriculum Advising —

|               |              |
|---------------|--------------|
| Business      | Mr. French   |
| Engineering   | Miss Ewing   |
| Liberal Arts  | Miss Hodgson |
| Sciences      | Mr. Zwerner  |
| County Normal | Miss Fettig  |

### Departmental —

|                        |               |
|------------------------|---------------|
| Business and Economics | Mr. French    |
| English                | Miss McGregor |
| Mathematics.           | Miss Ewing    |
| Science                | Mr. Rogers    |
| Foreign Languages      | Miss Hellmuth |
| Social Sciences        | Miss Hodgson  |

### Student Activities —

|                        |               |
|------------------------|---------------|
| Debating and Dramatics | Mr. Klingbeil |
| Publications           | Miss Fettig   |
| Public Meetings        | Mr Parks      |
| Social Activities      | Miss Peterson |
| Women's Affairs        | Miss Peterson |
| Sports                 | Mr. Freed     |

Professional Interests (Elected by the Faculty as Directors of the Bay City Teacher's Club).

Mr Parks, Chairman  
Miss Lagdon, Mr Freed,  
Miss Royal, Alternate

## **Educational Opportunities For Veterans**

The Bay City Junior College has been approved by the Veterans Administration for the education of veterans under the provisions of the Veterans' Rehabilitation Act (Public Act 16), and under the Veterans' Readjustment Act (Public Act 346, the "G.I. Bill").

### **Veterans' Institute**

To provide on-the-job and institutional on-the-farm training for veterans, a Veterans' Institute has been organized as a part of the Bay City Junior College. It is approved by the Veterans Administration for veterans' training under Public Acts 16 and 346. Veterans wishing information about on-the-job training should contact the Director G. M. French, at the Board of Education offices, telephone 3-6567

# **GENERAL INFORMATION**

## **HISTORY AND LOCATION**

In July 1922, in accordance with Act 146, P. A. 1917 of the State of Michigan, Bay City Junior College was established. It is housed in the Central High School building on Columbus Avenue at North Hampton Street.

Bay City Junior College was opened in September 1922.

It is accredited by the University of Michigan and by the North Central Association of Colleges and Secondary Schools. Graduates may enter the senior colleges as juniors and obtain a bachelor's degree in two years of additional work.

Soon after Bay City Junior College was organized, it became evident that a rather large proportion of those entering did not complete the junior college work, and still others ended their formal education upon graduation. To the senior-college preparatory programs two-year programs were then added that would give general education and at the same time prepare students for employment.

In 1934 the teachers' two-year curriculum was merged with the program offered by the Bay County Normal School, which became a part of the Bay City Junior College. Full transfer credit to the teachers' colleges of Michigan is accepted by those institutions. A combined curriculum has since been arranged with Central Michigan College of Education and approved by the State Board of Education. Graduates of this program receive the State Limited Certificate by attending Central Michigan College one summer

## **PURPOSE**

This college exists for the main purpose of preparing all students for the responsibilities of citizenship. In general, the supplementary purposes of the college are the following:

1. To prepare students for further college work. This preparation is designed for those planning professional or other careers which require four or more years of college instruction.
2. To provide adequate and practical courses for students who plan on one or two years of college instruction.
3. To provide training for those who wish to enter business, industry or other fields.
4. To provide courses of study that will contribute to the civic, cultural and professional or vocational growth of members of the community

## **DEPARTMENT OF CONTINUING EDUCATION**

The Department of Continuing Education of the Bay City Junior College makes available to the people of Bay City and neighboring communities a large number and wide variety of educational activities especially planned for adults. Believing in the philosophy that adult education is "learning for better living," this program is planned for citizens at widely varied

levels of interests, income, educational status, and living needs. At the present time, the Department of Continuing Education functions in this community through five different divisions. Services of the Department are briefly described below:

### **1. Arrangement of Professional In-Service Courses**

At the request of professional organizations, through use of the facilities of the University of Michigan, Michigan State College, Central Michigan College of Education, Wayne University and other professional schools, this office arranges in-service classes, either credit or non-credit, to meet the specialized needs of professional groups in this community. This work is usually at the professional graduate school level.

### **2. Undergraduate, High School, and Elementary Classes**

Through the facilities of the Junior College, the High Schools and the public elementary schools, credit classes are arranged for any group of eight or more persons. Instruction at any level is available through tutors or correspondence courses provided by the Department of Continuing Education, if enrollment is not sufficiently large to make the organization of a class practicable.

### **3. Adult Education Non-Credit Classes**

About sixty non-credit classes, lecture programs and similar activities in the cultural, vocational, avocational, recreational and general educational fields are offered in this community commencing in the latter part of September and January of each year. The program of this division is exceedingly flexible and is specifically adapted to current community needs.

### **4. Classes and Programs Co-Sponsored by Special Arrangement**

Educational programs in a sequence of three or more meetings are organized for any civic, professional, religious, labor, business or industrial organization of this community which requests such service. These classes meet at the time and place most convenient for the participating membership of the co-sponsoring organization.

### **5. Speaker's Bureau and Lecture Services**

The Office of Continuing Education provides, upon request, competent lecturers and speakers upon practically any subject. Requests for lectures should allow from four to six weeks for arrangement of the program. A reasonable charge based upon the speaker's honorarium and expenses is made for this service.

Other incidental services of the Department include consultation and planning services to community organization leaders on program content and personnel; supplying of discussion leaders and forum moderators; provision of materials and equipment such as films, slides, projectors, and reading materials. A limited testing program is also available.

## **EQUIPMENT**

### **The Buildings**

The college occupies the third floor of the Central High School-



Junior College building, located on Columbus Avenue. The Annex situated near the central building and the Riegel School which is used for some County Normal classes are also available for the use of the college.

The classrooms, the library, the laboratories, and the shops were designed and planned for the college level of instruction. The gymnasium, the swimming pool, the tennis courts, and the out-of-door fields are part of the college campus, which with a local bowling alley and golf course are available for physical education classes and varsity and intramural activities.

### **The Library**

The college library is located in an attractive and well lighted room, planned with regard for student access to the stacks. The library contains well over 13,000 volumes selected to meet the requirements of the college and the high school. It subscribes to about 100 periodicals and several newspapers and back files of many are available for reference.

The library is staffed by a head librarian and two assistant librarians. Students assistants find opportunity for training in library science.

The facilities of the Bay City Public library the Sage Library and in Saginaw the Hoyt public library are also readily accessible to college students.

### **Laboratories**

The college is well equipped for work in the sciences: chemistry, physics, biology and astronomy. The pre-dental, pre-medical, and engineering requirements in the various sciences are adequately met with the facilities of the laboratories.

### **ADVANTAGES**

Bay City Junior College offers several advantages to its students, both resident and non-resident.

1. To live at home or near home and obtain two years of standard college education at minimum expense.
2. To make up any high school subject required in a chosen course of study
3. To receive additional training for occupations requiring more than high school preparation.
4. To engage in student activities, which are determined by the needs, tastes, and interests of the student body
5. To obtain personal instruction and guidance, outside the regular class periods, from faculty members, with whom students have daily contact.

Students who come from a distance may secure suitable residence and board by applying to the Registrar. Those students are urged to bring their problems and interests to the attention of the administration and faculty members who can be of assistance to them.

### **STUDENT SERVICES**

#### **The Cafeteria**

The cafeteria is conveniently located on the first floor of the central building. Conducted at cost and under the most modern methods, the

cafeteria offers well-balanced meals throughout the year at moderate prices.

### **The Bookstore**

Students may purchase their books, either new or second-hand, in the college bookstore, which is located on the second floor of the central building. Operated without profit, the bookstore offers students an opportunity to buy books and supplies at cost.

### **Lounges, Bulletin Boards, and Telephone**

The women's lounge and the lounge in the tower are open all day for study or relaxation.

Bulletin boards to keep the student well informed on college activities may be found in the hall near the college office. These boards list information concerning college activities such as: official notices which should be read everyday and notices concerning athletics, the student union, the women's league, assemblies, and other organizations and events.

A public telephone for student use has been installed in a booth near the library

### **Placement Bureau**

Graduates and students needing to work while in college may register with the bureau. This service does not guarantee a position to each graduate but gives every possible aid in obtaining suitable placements. Many students and graduates have been placed in desirable part-time and full-time positions.

## **COLLEGE ACTIVITIES**

Bay City Junior College has long recognized the educative importance of the out-of-class experiences of students in contributing toward personal development and in training for the responsibilities of leadership. The social set-up provides recreation and relaxation. Friendly student-faculty relationships are fostered through social organizations. Individual interests and skills are developed and broadened. All extracurricular activities are designed to maintain a proper balance between the academic and social life of the College.

### **The Student Union**

In the belief that a proper balance between the academic and social life of the students is necessary for a well-rounded college life, the Union provides and sponsors athletics, club groups, and social activities of an appropriate type. A close acquaintance between faculty and students is also maintained by means of the social program.

Sports, social affairs, and club expenses are all underwritten by the Student Activity Fund which is maintained by fees paid by the students each semester. The publication of a bi-weekly newspaper, THE CRUCIBLE, and a yearbook, THE CRUCIBLE ANNUAL, is also made possible through use of the Activity Fund.

## **The Student Government**

The Student Government of Bay City Junior College gives all students an excellent chance for active participation in extracurricular activities. Keeping in mind at all times that it represents the student body the Student Council participates with the Dean and Faculty in directing the administrative affairs of the college. Composed of four freshmen and four sophomores, elected by the Student Body at large, the Council has a real voice in the management of college affairs. With advice from the faculty the Council supervises all student activities and also makes appropriations from the Activity Fund. The Council also selects chairmen from the Student Body for committees on student affairs.

### **A Cappella**

The choir offers an opportunity for those who wish to sing. It sings at school functions and before the various clubs of the city.

### **Men's Athletics**

Teams compete in intercollegiate athletics as members of the Michigan Junior College Conference. They have Junior Varsity and Varsity basketball, golf, tennis, and swimming teams. An intramural program, which includes all sports, is conducted throughout the year.

### **Women's Athletics**

The women have an active program in intramural sports and intercollegiate contests. Awards are given in field hockey, bowling, basketball, volleyball, softball, and swimming.

### **Business Ad Club**

All students enrolled in business courses are eligible for membership in this club. At monthly luncheon meetings members have the opportunity to discuss business problems with authorities in the business fields.

### **Dean Willard Chess Club**

As an affiliate of Bay City Junior College this club was granted a charter in 1947 by the U. S. Chess Federation. The purpose of the club is to promote the game of chess as a stimulus to mental growth. Students and faculty members are encouraged to join this club which provides an important recreational activity. It was organized to perpetuate the memory of the graduates who were killed in World War II.

### **Debate**

All students are eligible for the Intercollegiate Debates. Junior College teams meet other Junior Colleges and the freshmen teams of four year colleges.

### **Dramatics**

Each semester the Speech Department gives several one-act plays which are presented before the public. All J. C. students whether they



are enrolled in the drama class or not may try out for these productions.

### **Engineers' Club**

The Engineers' Club offers forum discussions in which technical students may make contact with industrial leaders of the state.

### **Lettermen's Club**

This club brings together in a social group the letter winners from all the athletic teams. The purpose of this club is to promote fellowship and better athletic facilities in the College.

### **Oratory**

Every year the colleges hold Oratorical contests which Junior College students may enter. A student who is interested is requested to contact the Speech Department.

### **Orchestra**

All students playing orchestral instruments are eligible for membership in the College orchestra thus affording them an opportunity to continue playing and enjoying orchestral music. The group often gives public performances.

### **Phi Theta Kappa, Honor Society**

The Beta Gamma Chapter of Phi Theta Kappa, national honor society for junior colleges, was established at Bay City Junior College in 1931. Membership in the society is the highest academic honor a student can attain. The faculty annually selects, and the committee on scholarships and awards invites to membership a limited number of students of high scholarship, of distinctive helpfulness to the college, and of outstanding character and personality as revealed in contacts with fellow students and instructors.

### **Publications**

"The Crucible" is a bi-weekly newspaper published throughout the first and second semesters by a volunteer staff supervised by a faculty sponsor. "The Crucible Annual" is issued the second semester before Commencement. Staff membership gives students the opportunity to practice newspaper writing and to study problems in connection with the publication of a school paper and a year book. The activity is open to any interested student attending Junior College. For further information see English.

### **Socio-Geographic**

The Socio-Geographic Club is composed of students in the sociology and geography departments. Luncheon meetings are held approximately once a month at which time discussions by group members or programs by invited guests are sponsored. Special activities are planned to meet the desires of the group. Two highlights of the year are a Christmas party and a spring banquet.

## **Tetra Sci Club**

The Tetra Sci Club presents an opportunity to discuss current technical subjects, to hear addresses by leaders in various professions, to tour local industrial plants, and to view technical films.

## **The Women's League**

All women who enroll in Bay City Junior College automatically become members of the Women's League. This organization aims to foster a spirit of cooperation and friendship among the women and to promote their social and general welfare.

Outstanding in the year's program are the Fall Frolic, the Christmas Banquet, the St. Valentine's Luncheon, the Spring Banquet, and the Commencement Dance.

## **CONDUCT OF STUDENTS**

College students are considered to have reached the age of responsibility and discretion. Their conduct shall be that of an educated American citizen. It is essential that those who take up studies in this institution devote their best efforts to the work with a full realization that their success rests on their own efforts.

## **ATTENDANCE**

Students are expected to attend classes, laboratory periods and assemblies regularly. Excessive absence may be a sufficient reason for reduction of credit or expulsion from college.

## **GUIDANCE PROGRAM**

About two weeks prior to the date of registration, a series of Placement Examinations are given to all new students. These consist of a psychological examination and tests of scholastic aptitudes and personal interests. The results of these tests are indicated on a profile sheet which is placed in the student's folder.

Each student is assigned to a curriculum advisor in the department concerned with the course he has chosen. The advisor will interpret the Placement Examination record in conjunction with the student's scholastic record and advise him concerning the choice of courses needed for his specific objective throughout his Junior College experience.

If the student is planning to continue his education beyond our college, he will need to know quite definitely which senior college he wishes to attend in order to choose the courses which will be acceptable in transfer.

Should a student be undecided concerning his college endeavor and plans for life beyond college, trained counselors are available who will suggest vocational literature and administer additional vocational and occupational aptitude tests which will help him plan his future.

Students who expect to terminate their formal education at the Junior College level are encouraged to explore the courses which have been suggested by business and industry to fit them for future employment in the immediate community.

The college cooperates when possible in the placement of students in jobs for which they have been trained by furnishing transcripts of their work and recommendations.

### ESSENTIAL INFORMATION

1 Students ordinarily register for fifteen or sixteen semester hours of work. A semester hour is usually one class hour per week for the semester. Extra hours, that is, more credit hours than are called for in the particular curriculum, may be elected only by specific approval of the curriculum adviser. Extra hours are seldom allowed a student in his first semester of residence.

2. CHANGE IN ELECTIONS. Written requests for change in elections, approved by the adviser, the instructor, and the Dean, must be filed with the Recorder. No change should be made until final approval has been given.

3. The last date for entrance into a course will be the second week of the school semester.

4a. Courses dropped before the completion of the fourth week of a semester will be recorded as dropped.

4b. Courses dropped after the fourth week of a semester will receive a grade of dropped, grade, "no credit"

5. Withdrawals from school may be at any time. Record for withdrawn students will be handled as in 4a, or 4b above.

# Entrance Requirements

## ADMISSION REQUIREMENTS

Adults or out-of-school youths are eligible for admission to the Bay City Junior College and may enroll in any course or courses for which they are prepared, and from which they may receive benefit.

The Bay City Junior College classifies its students into three groups, namely:

1. Transfer Students who wish two years of a four year college course and plan to transfer to a senior college or university
2. Two-Year Students — who wish only two years or less of college work.
3. Special Students who do not come under the above classifications.

**TRANSFER STUDENTS.** Applicants wishing to enroll as regular students in one of the programs of study with the intention of transferring to another institution, must be graduates of accredited high schools with an average of C or better in the academic subjects, and should be sure that their high school credits satisfy the entrance requirements of the institution of their choice. Since the entrance requirements differ for various institutions, it is the responsibility of the student to check his high school credits with the entrance requirements of the college to which he plans to transfer. Any deficiencies can be made up by taking the proper courses in Junior College or in Central High School. In this respect, students are urged to give special attention to college requirements in foreign languages, mathematics, and the sciences.

The Bay City Junior College has agreed to admit students under the Michigan High School — College Agreement Plan. "The college agrees to disregard the pattern of subjects pursued in considering for admission the graduates of selected accredited high schools provided they are recommended by the school from among the more able students in the graduating class. This agreement does not imply that students **must** be admitted to certain college courses or curricula for which they cannot give evidence of adequate preparation."

**TWO-YEAR STUDENTS.** Applicants wishing to enter the General Academic curriculum, or any of the semi-professional programs in trades and business, will be admitted if they can present evidence of a satisfactory high school record. These students may enroll in any program for which they appear to have adequate preparation, without reference to majors and minors.

**SPECIAL STUDENTS.** Students who are unable to meet the above requirements but whose records indicate the probability that they could do college work successfully may be admitted provisionally or as special students. Adults who are not high school graduates, but have the experience and ability to profit from the college courses, will be admitted under this classification.



# **Application For Admission**

The student must forward, either through the high school office or direct to the Junior College office:

1. the Application for Admission,
2. the Health Report, and
3. his Photograph.
4. Veterans of World War II — a photostatic copy discharge papers

The high school principal or the superintendent must forward direct to our office the Transcript of Credits and Certificate of Recommendation form.

NOTE: The necessary blanks may be obtained through your high school office, or they will be sent direct from our office on request.

Students are urged, as far as possible, to file their applications during their last semester in high school, or soon after graduation.

## **Advanced Standing.**

Students entering with credits from another college must file the regular application for admission, the health report, and the photograph. An official transcript of credits sent direct from the college will usually take the place of the high school transcript and recommendation.

## **REGISTRATION PROCEDURE**

For registration dates see the calendar. New students whose applications have been accepted prior to registration time, and returning students, will be notified by mail when to report.

All students should complete registration before classes start. Those entering after the scheduled registration period are charged a Late Registration fee of \$2.00.

1. Placement examinations for all new students.

A battery of tests will be given in advance of formal registration in order to furnish the advisers with information about the student's abilities and needs. A fee of \$5.00 is charged if these tests are not taken at the time scheduled.

2. Registration will start in the college office where the student will be given an instruction sheet and a schedule of classes.
3. Faculty advisers will confer with the students and supervise the filling out of the necessary forms.

4. Elections.

The particular courses that a student should elect depend on the requirements of the curriculum in which he enrolls or on the special requirements of the institution to which he expects to have his credits later transferred.

5. Fees are payable as soon as the adviser has approved the student's elections. If the Partial Payment plan is to be used, complete arrangements should be made at this time.

# Scholarship Records

## EXAMINATIONS AND REPORTS

Students must take all tests and examinations prescribed by instructors in various courses including a final examination.

Reports are issued to students twice each semester at the middle of the semester and at the end.

Students whose grades are low may be brought to the attention of the Personnel Committee.

## GRADES

Grades are recorded as follows:

A — excellent; B — good; C — fair; D — deficient; E — not passed; I — incomplete.

Incompletes and excused absences from examinations must be made up during the first month of the semester following that in which they were received.

## CREDIT POINTS

Each hour of credit is valued in points as follows: A — four honor points; B — three honor points; C — two honor points; D — one honor point; E — no honor points.



## **Graduation Requirements**

a) Graduation from Bay City Junior College requires the completion of two years of college work.

b) Students completing sixty-two hours of credit are granted a Certificate of Graduation. Those who have earned, also, one hundred twenty or more honor points in accordance with the requirements are granted, upon recommendation of the Dean and the Superintendent of Schools, a certificate with the title of Associate in Arts or Associate in Science.

c) A student in an affiliation curriculum may if he has a sufficiently high scholastic average, be graduated with less than 62 hours of credit, but in no case with less than 58. With less than 62 hours of credit, including Physical Training, it will be necessary that he have the following number of points: 61 hours, 128 points; 60 hours, 136 points; 59 hours, 144 points; 58 hours, 152 points.

d) All candidates for graduation must have completed two courses in English and have earned two credits in physical education (unless officially excused by faculty action. Physical Education credits must be earned in addition to the sixty hours of other work. A State law requires Political Science A or its equivalent.

e) The Commencement Announcement will designate the students who are in the upper ten percent of the graduating class.

f) The candidate must have been in residence at this or another institution of collegiate rank for the equivalent of at least four semesters; he must have been in residence at this college for a regular program of work for at least the last semester of his junior college study

## **Transcripts Of Credit**

Students wishing transcripts of records in order to transfer from this College or for any other purpose, should make a request a week in advance of the time needed. No such statements will be made out during the registration period.

Transcripts of credits for purposes of transfer are sent directly to the institution designated by the student. Transcripts intended for the student's own use are so indicated and are not certified as "official."

Transcripts will be issued only after the student has fulfilled all his financial obligations to the College. Each student is entitled to one certified copy of his transcript without fee.

## Tuition And Other Charges

Tuition and fees are due on the date of registration each semester. However at present the Board of Education allows a partial payment plan. Under this plan the student makes a cash payment of 50 per cent at the time of registration and files a note for the balance, payable not later than sixty (60) days from the beginning of the semester. Accounts not paid in 60 days are subject to a \$5.00 carrying charge.

|                                                                                                                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| *Tuition each semester (twelve or more semester hours):                                                                                                                                                   |          |
| Students residing in Bay City                                                                                                                                                                             | \$ 50.00 |
| Students whose legal residence is not in Bay City                                                                                                                                                         | 75.00    |
| *Tuition for less than twelve semester hours (each semester hour):                                                                                                                                        |          |
| Students residing in Bay City                                                                                                                                                                             | 4.25     |
| Students whose legal residence is not in Bay City                                                                                                                                                         | 6.25     |
| *Tuition for the Summer Session (four or more credit hours):                                                                                                                                              |          |
| Students residing in Bay City                                                                                                                                                                             | 32.00    |
| Students whose legal residence is not in Bay City                                                                                                                                                         | 45.00    |
| For those students who elect less than four credit hours,<br>the charges will be pro-rated.                                                                                                               |          |
| Matriculation Fee (Paid once by each student)                                                                                                                                                             | 5.00     |
| Activity Fee:                                                                                                                                                                                             |          |
| Each semester, for full-time students                                                                                                                                                                     | 5.00     |
| Each semester, for part-time students, per credit hour                                                                                                                                                    | .50      |
| For short terms, per week                                                                                                                                                                                 | .50      |
| Late Registration Fee: after Sept. 12, 1950 and Feb. 1, 1951                                                                                                                                              | 2.00     |
| Special Examination Fee (students absent from examinations):                                                                                                                                              |          |
| Each special Mid-semester                                                                                                                                                                                 | 1.00     |
| Each special final                                                                                                                                                                                        | 2.00     |
| Placement Examination Fee:                                                                                                                                                                                |          |
| Students taking the Placement Examinations at any time other than on the date<br>set in the calendar will be charged.                                                                                     | 5.00     |
| Locker Rental Fee:                                                                                                                                                                                        | 1.00     |
| One-half the rental fee is returned to the student at the end of the school year.                                                                                                                         |          |
| Cap and Gown Fee, for students who qualify for graduation                                                                                                                                                 | 2.50     |
| Change of Enrollment Fee (for each change in enrollment after the first week of<br>classes, except such changes requested by administrative officers)                                                     | 1.00     |
| Auditor's Fee (each credit hour)                                                                                                                                                                          | 3.00     |
| Persons who wish to attend classes without the responsibility of completing<br>assignments and without college credit may do so with the approval of the<br>Registrar and upon payment of the stated fee. |          |
| *NOTE: Tuition payable by school districts, townships and counties.                                                                                                                                       |          |

General School Laws, Part II, Chapter XXI:

Sec. 5. "School districts not maintaining a junior college are hereby authorized by a majority vote of all electors qualified to vote at any school election to pay the tuition cost, in whole or in part, for education of all junior college pupils residing in such district to the nearest school district maintaining a legally established junior college, and to provide transportation to and from said junior college for all junior college pupils residing in such district."

Sec. 6. "Any county and, or township by action of its governing body is hereby authorized to contribute annually not more than \$100.00 per resident pupil attending a collegiate

institution to a school district maintaining such institution: PROVIDED, that whenever such contribution is made the fees charged by the said school district for collegiate instruction shall be uniform throughout the said county or township."

#### Laboratory Fees:

|                                        |         |
|----------------------------------------|---------|
| Accounting                             | \$ 1.00 |
| Art                                    | 1.00    |
| Architecture                           | 1.50    |
| Biology 101, 101, each                 | 3.00    |
| Business 57                            | \$ 5.00 |
| Chemistry 101, 102, 221, each          | 5.00    |
| Chemistry 105                          | 8.00    |
| Chemistry 224                          | 10.00   |
| Drawing 101, 102, 201, 202, 203, each. | 1.50    |
| Geography 101, 102, each               | \$ 1.00 |
| Geology 101, 102, each                 | 2.50    |
| Physics 101, 102, 201, 202, each.      | 3.00    |
| Psychology 11, 201, each               | 1.00    |
| Shop 101                               | 2.00    |
| Typing                                 | 2.00    |

## Withdrawals, Refunds and Credits

Students who, for some unexpected reason, are obliged to leave college within the first few weeks of the semester, may receive a refund of some portion of the tuition. Application for refunds or credits must be made through the Business Office and may be granted according to the following regulations:

1. Refunds of tuition will be granted if withdrawal is made during the first five weeks of the semester, or the first three weeks of the summer term.
2. The date of withdrawal for purpose of refund shall be the **date on which application for refund is made**, and not the date on which class is last attended. Hence an application for refund should be signed at once upon withdrawal.  
The only exception to the above shall be in cases of death or severe and extended illness, where, upon submission of proof, a refund will be based upon the date of last attendance.
3. Schedule of refunds or credits in a regular semester:

#### Withdrawal:

|                                  | Refund or<br>charge cancelled |
|----------------------------------|-------------------------------|
| before first class session       | 100%                          |
| during the first week.           | 80%                           |
| between first and second weeks.  | 80%                           |
| between second and third weeks.  | 60%                           |
| between third and fourth weeks.  | 40%                           |
| between fourth and fifth weeks . | 20%                           |
| after fifth week                 | None                          |

4. Schedule of refunds or credits for the summer term:

#### Withdrawal:

|                                | Refund or<br>charge cancelled |
|--------------------------------|-------------------------------|
| before first class session     | 100%                          |
| during the first week          | 75%                           |
| between first and second week. | 50%                           |
| between second and third week. | 25%                           |
| after third week               | None                          |

## Instructional Materials

- I. Textbooks and supplies may be purchased at reduced rates at the college bookstore. Books cost approximately \$25.00 a semester, the amount varying with the courses elected.
- II. Cash cards for the purpose of securing laboratory supplies and for paying for laboratory breakage may be purchased at \$2.00 each. Unused amounts are refunded on presentation of the card.

# **Loans And Scholarships**

## **I. LOANS.**

### **Women's League Loan Fund.**

A loan fund, available for men and women regularly enrolled in the college, has been maintained since 1928 by the Women's League.

## **II. SCHOLARSHIPS AND GRANTS-IN-AID.**

### **Board of Education Scholarships.**

In the spring of 1938 the Bay City Board of Education established six scholarships of fifty dollars each. These are awarded to graduates of high schools in the vicinity of Bay City and are applied to tuition, \$25.00 per semester. Each award may be continued for a second year if the holder's record during his freshman year merits such recognition.

### **The Dow Chemical Company Awards.**

The Dow Chemical Company makes available the sum of three hundred dollars annually for award purposes. The general policy of the college is to grant one or more tuition scholarships annually and to reserve the remainder of the money for use as grants-in-aid. Grants-in-aid are given to students whose effort merits recognition and whose continuance in college depends upon some assistance.

### **The Industrial Brownhoist Corporation Awards.**

A fund of one thousand dollars has been established by the Industrial Brownhoist Corporation for scholarships and grants-in-aid, to be awarded by our scholarship committee to worthy high school graduates of the Bay City area who wish to attend Bay City Junior College.

### **Rural Teacher Award.**

The Bay County Council of Parents and Teachers established in 1948 an annual grant-in-aid of twenty-five dollars. It is to be awarded to a student living in rural Bay County who is preparing for rural teaching; one who "shows high educational promise and who needs financial assistance."

### **Women's League Scholarship.**

Two scholarships of \$25.00 a semester for the sophomore year are awarded each year by the Women's League to outstanding freshman members.

### **Bay County Bar Auxiliary Scholarship.**

This scholarship covers one year's tuition and necessary books, and is awarded to a Bay County resident on the basis of need, character, scholarship, and general activity — pre-legal student in the sophomore year preferred.



### **Bay City Council of Parents and Teachers Scholarship.**

As an encouragement for qualified young people to enter the teaching profession, the Bay City Council of Parents and Teachers will make an annual scholarship award to a second-year Pre-Education student.

### **George E. Butterfield Scholarship Fund.**

This fund, established in June 1949 in honor of George E. Butterfield, who retired after serving as Dean of the Junior College for twenty-three years, provides four tuition scholarships annually of \$50.00 each. The scholarships are open to new or returning students.

### **Scholarships for Central High School Graduates.**

For many years organizations in Bay City, some of them in Central High School, have awarded Junior College scholarships to high school graduates. Information regarding these scholarships may be obtained through the high school office.

### **Panhellenic Scholarship.**

One freshman girl's tuition is paid for one year. An additional amount may be offered some years to defray text-book expenses.

### **For Junior College Graduates.**

#### **The University of Michigan Public Junior College Scholarships.**

In May, 1941 the Regents of the University of Michigan established a class of scholarships for the benefit of the graduates of Junior Colleges. The number of scholarships available depends upon the enrollment of the college — one scholarship for an enrollment of two hundred. Recommendation for the scholarship is made by a committee of the Junior College faculty

### **Michigan State College Junior College Scholarships.**

In February 1949 the State Board of Agriculture established a number of scholarships to be awarded to public junior college graduates. One scholarship will be made available each year for every 200 students, or major fraction thereof, enrolled in each of the Michigan public junior colleges. The awards will be made for one year, covering tuition and fees, and may be renewed for a second year if the student establishes a high standard of scholarship.

### **State Board of Education Scholarship.**

To encourage students to train for teaching in elementary schools the State Board of Education grants Teachers College scholarships to a certain number of superior candidates. Graduates of Bay City Junior College who have a B average may apply

### **Information.**

For further information regarding scholarships, write to the Dean, Bay City Junior College, Bay City, Michigan.



# Programs Of Study

The programs of study are divided into two main groups:

## I. Two-year Vocational and Cultural Program.

Accounting, General Academic, Semi-Professional work in Engineering and in Architectural and Industrial Drafting, Secretarial Studies, Small-Business Management, and Retailing.

These are for students who plan to complete their formal education in Junior College. The vocational programs prepare the student for direct entrance into the industrial and business world at the semi-professional level.

Cooperative Vocational Training may be combined with any of the vocational programs. It is open to those students who are partially trained in required skills. The cooperative student spends part of his time in college and part on-the job. The course normally follows the first year of college work, but the freshman who enters with marketable skills may enroll by special permission.

## II. Transfer Program.

These are planned to enable the student to transfer to senior colleges and technical schools with little or no loss of time.

They include:

County Normal, for teaching in rural schools.

Engineering.

Liberal Arts.

Pre-professional: agriculture, architecture and design, business administration, conservation, dentistry, dietetics, forestry, home economics, journalism, law, medical technology, medicine, nursing, pharmacy (one year), teaching, social service, and others.

The division of the programs into the two groups is a matter of convenience. Students completing work in the first group with a good record often decide to continue their studies and are granted transfer credit for much of their Junior College work even though it was not planned for that purpose. On the other hand, a large part of the studies in the second group have immediate vocational value if the student finds that he cannot continue beyond Junior College.

# Numbering System

A new numbering system for all courses of instruction is used in this catalogue. The principle upon which it is based is stated below:

1. All college transfer credit courses of the freshman year are numbered 101-199.
2. All college transfer credit courses of the sophomore year are numbered 201-299.
3. Freshman terminal credit courses which may or may not be transfer credit courses are numbered 11-49.
4. Sophomore terminal credit courses which may or may not be transfer credit courses are numbered 51-99.
5. Courses on the high school level are numbered 1-9.

The number in parenthesis following each course listed below is the one used previous to the 1950-51 school year

| Accounting          |      | Biology            |                 | Drawing          |         |
|---------------------|------|--------------------|-----------------|------------------|---------|
| New                 | Old  | 101                | ( 1)            | 101              | ( 1)    |
| 11                  | ( 1) | 102                | ( 2)            | 102              | ( 2)    |
| 12                  | ( 2) | 19                 |                 | 51               | ( 3)    |
| 13                  |      | <b>Business</b>    |                 | 52               | ( 4)    |
| 51                  | ( 5) |                    |                 | 201              | (23)    |
| 52                  | ( 6) | <b>Secretarial</b> |                 |                  |         |
| 53                  | ( 7) |                    |                 | <b>Economics</b> |         |
| 54                  | ( 8) | Bus. 11            | (Econ. 5)       | New              | Old     |
| 201                 | (21) | Bus. 12            | (Shd. 1)        | 11               | ( 1)    |
| 202                 | (22) | Out                | (Shd. 2)        | 12               | ( 2)    |
|                     |      | Bus. 13            | (Shd. 3)        | 13               | ( 3)    |
|                     |      | Bus. 60            | (Shd. 4)        | 14               | ( 4)    |
| <b>Architecture</b> |      | <b>Typewriting</b> |                 | 51               | (27)    |
| 101                 | ( 1) |                    |                 | 52               | (39)    |
| 102                 | ( 2) | Bus. 14            | ( 1)            | Bus. 11          | ( 5)    |
| 103                 | ( 3) | Bus. 15            | ( 2)            | 201              | (21)    |
| <b>Art</b>          |      | Bus. 60            | ( 3)            | 202              | (22)    |
| 101                 | ( 1) | Bus. 61            | Sec. Techniques | 203              | (23)    |
| 102                 | ( 2) | <b>Chemistry</b>   |                 | 204              | (24)    |
| 103                 | (11) | New                | Old             | Out              | (25)    |
| 104                 | (12) | 1                  | (A)             | Bus. 53          | (26)    |
| 105                 | ( 5) | 101                | ( 1)            | Out              | (28)    |
| 106                 | (13) | 102                | ( 2)            | Bus. 51          | (31)    |
| 107                 | (14) | 105                | ( 5)            | Bus. 52          |         |
| 11                  | (23) | 106                | ( 6)            | Bus. 55          | (33)    |
| 12                  | (24) | 221                | (21)            | Bus. 57          | (35)    |
| 13                  | (25) | 222                | (22)            | Bus. 58          | (36)    |
| 14                  | (26) | 224                | (24)            | Bus. 59          | (37)    |
| 15                  | (27) | <b>Cooperative</b> |                 | Bus. 53          | (40)    |
| 51                  | (28) | <b>Vocational</b>  |                 | Bus. 54          | (Adv't) |
| <b>Astronomy</b>    |      | <b>Training</b>    |                 |                  |         |
| New                 | Old  | 21 & 22            | (21 & 22)       |                  |         |
| 101                 | (11) | 23 & 24            | (23 & 24)       |                  |         |
| 102                 | (12) |                    |                 |                  |         |

**Education**

|              |        |
|--------------|--------|
| 81           | (23)   |
| 83           | (25)   |
| 85 . . . . . | ..(21) |
| 87           | ..(22) |
| 89           | ..(24) |

**English**

|               |            |
|---------------|------------|
| 101           | ( 1)       |
| 102           | ( 2)       |
| 103           | (2E)       |
| 221           | ..(21)     |
| 222           | ..(22)     |
| 223           | ..(23)     |
| 224 . . . . . | ..(24)     |
| 5             | ..( 9)     |
| 6             | ..(10)     |
| 14            | ..(Pub.)   |
| 15            | ( 3)       |
| 16            | ..(Econ 7) |
| 17            |            |

**French**

|     |           |
|-----|-----------|
| New | Old       |
| 101 | ..( 1)    |
| 102 | ..( 2)    |
| 201 | ..( 3)    |
| 202 | ..( 4)    |
| 203 | (21)      |
| 204 | .. ..(22) |
| 205 | .. ..(25) |
| 206 | ..(26)    |

**Geography**

|     |        |
|-----|--------|
| 101 | ..( 5) |
| 102 | ( 6)   |
| 103 | ..( 3) |
| 201 | (21)   |
| 202 | (22)   |

**Geology**

|     |        |
|-----|--------|
| 101 | ..( 1) |
| 102 | 2)     |

**German**

|     |        |
|-----|--------|
| 101 | ..( 1) |
| 102 | ( 2)   |
| 201 |        |
| 202 |        |

**History**

|               |        |
|---------------|--------|
| 101           | ..( 5) |
| 102           | ..( 6) |
| 201 . . . . . | (23)   |
| 202 . . . . . | ..(24) |

**Latin**

|     |    |
|-----|----|
| 201 |    |
| 103 |    |
| 104 | .. |
| 201 |    |

**Mathematics**

|              |            |
|--------------|------------|
| New          | Old        |
| 1            |            |
| 2            | ..(A)      |
| 3 . . . . .  | ..(B)      |
| 8            |            |
| 9            |            |
| 11           | .. ..(30)  |
| 12           | (Econ. 29) |
| 18 . . . . . | ( 1)       |
| 19           | ( 9)       |
| 102          | ( 2)       |
| 103          | ..( 3)     |
| 105          | ..( 5)     |
| 106          | ..( 6)     |
| 107          | ..( 7)     |
| 108          | ( 8)       |
| 201          | ..(27)     |
| 202          | ..(28)     |

**Music**

|               |        |
|---------------|--------|
| 101           | ..(11) |
| 102           | (12)   |
| 201           | (21)   |
| 202 . . . . . | 21)    |
| 31            | ..( 1) |
| 33 . . . . .  | ..( 3) |
| 35            | ..( 4) |
| 41 . . . . .  | ..( 5) |
| 15            |        |

**Physical Training**

|               |        |
|---------------|--------|
| 101           | ..( 1) |
| 102 . . . . . | ..( 2) |

**Physics**

|     |        |
|-----|--------|
| 1   | (A)    |
| 101 | ( 1)   |
| 102 | ..( 2) |
| 201 | (21)   |
| 202 | ..(22) |
| 203 | (21E)  |
| 204 | (22E)  |
| 205 | (24)   |

**Physiology and Hygiene**

|     |      |
|-----|------|
| New | Old  |
| 101 | ( 1) |
| 102 | ( 2) |

**Political Science**

|     |        |
|-----|--------|
| 101 | ..( 1) |
| 102 | ( 2)   |

**Psychology**

|     |      |
|-----|------|
| 11  | ( 1) |
| 201 | (21) |
| 202 |      |

**Shop Practice**

|     |      |
|-----|------|
| 101 | ( 4) |
|-----|------|

**Sociology**

|     |        |
|-----|--------|
| 201 | (21)   |
| 202 | ..(22) |

**Spanish**

|     |        |
|-----|--------|
| 101 | ( 1)   |
| 102 | ..( 2) |
| 201 | ..( 3) |
| 202 | ..( 4) |
| 203 | ( 5)   |
| 204 | ..( 6) |
| 205 | ( 7)   |
| 206 | ( 8)   |

**Speech**

|              |            |
|--------------|------------|
| 101          | ( 1)       |
| 102          | ( 2)       |
| 221          | (21)       |
| 222          | ..(22)     |
| 223          | ..(23)     |
| 224          | ..(24)     |
| 25           | (25)       |
| 26 . . . . . | Drama (26) |

# One-Year Curricula

Open to specially recommended graduates of a high school commercial course who do not find it feasible to plan for the regular two-year program.

## ACCOUNTING

|                                                      |        |                                  |         |
|------------------------------------------------------|--------|----------------------------------|---------|
| Advanced Accounting                                  | 8 hrs. | English 101 and 102, or 16 or 17 | 6 hrs.  |
| Economics 11 and 12                                  | 6 hrs. | Physical Education 101 and 102   |         |
| Electives, including cooperative vocational training |        |                                  | 10 hrs. |

## SECRETARIAL STUDIES

|                                                      |        |                                    |         |
|------------------------------------------------------|--------|------------------------------------|---------|
| Economics 11 and 12                                  | 6 hrs. | Business 60                        | 3 hrs.  |
| English 101 and 16 or 17                             | 6 hrs. | Physical Education, two semesters. |         |
| Business 13                                          | 4 hrs. |                                    |         |
| Electives, including cooperative vocational training |        | .. ..                              | 12 hrs. |

# Two-Year Curricula

## MEDICAL-SECRETARIAL STUDIES

The following program prepares for employment in hospitals, clinics, offices of physicians and dentists, insurance companies, and drug and instrument supply firms.

### FIRST YEAR

| First Semester     |    |    | Second Semester    |    |    |
|--------------------|----|----|--------------------|----|----|
| English 101        |    | 3  | English 16 ..      |    | 3  |
| *Typewriting 14    |    | 2  | Typewriting 15     | .. | 2  |
| *Shorthand 12      | .. | 4  | Shorthand 13 ..    | .. | 4  |
| Physiology 101     | .  | 4  | Hygiene 102        | .. | 4  |
| Mathematics 11     |    | 3  | Elective           |    | 3  |
| Physical Education | .. | 1  | Physical Education | .  | 1  |
| Total              |    | 17 | Total              |    | 17 |

### SECOND YEAR

| First Semester |       |        | Second Semester       |       |    |
|----------------|-------|--------|-----------------------|-------|----|
| Psychology 201 | ..    | 3      | Elective              |       | 3  |
| Biology 101    | .. .. | 4      | Biology               |       | 4  |
| Business 13    | . ... | 4      | Business 60           |       | 3  |
| Accounting 11  |       | 3      | Business 59           | .. .. | 1  |
| Elective       |       | 2 or 3 | Political Science 101 | ..    | 4  |
| Total          |       | 16-17  | Total                 |       | 15 |

\* Students who have had equivalent courses may take electives.

## BUSINESS ACCOUNTING

| First Semester         |        | Second Semester    |        |
|------------------------|--------|--------------------|--------|
| Economics 11           | 3 hrs. | Economics 12       | 3 hrs. |
| English 101            | 3 hrs. | English 16         | 3 hrs. |
| Accounting 11          | 3 hrs. | Accounting 12      | 3 hrs. |
| Mathematics 11         | 3 hrs. | Business 11        | 3 hrs. |
| Business 14*           | 2 hrs. | Electives          | 3 hrs. |
| Political Sciences 101 | 4 hrs. | Physical Education |        |
| Physical Education     |        |                    |        |

\* Students who can satisfactorily pass a test in typing will not be required to take Business 14; others must complete Business 14 before graduating.

| Third Semester |        | Fourth Semester |        |
|----------------|--------|-----------------|--------|
| Speech 25      | 3 hrs. | Accounting 52   | 3 hrs. |
| Accounting 51  | 3 hrs. | Accounting 53   | 2 hrs. |
| Accounting 54  | 4 hrs. | Business 53     | 3 hrs. |
| Economics 52   | 3 hrs. | Business 56     | 3 hrs. |
| Business 51    | 3 hrs. | Economics 53    | 3 hrs. |
| Electives      | 3 hrs. | Electives       | 3 hrs. |

## GENERAL BUSINESS

| First Semester     |        | Second Semester    |        |
|--------------------|--------|--------------------|--------|
| English 101        | 3 hrs. | English 16         | 3 hrs. |
| Economics 11       | 3 hrs. | Economics 12       | 3 hrs. |
| Economics 14       | 3 hrs. | Accounting 12      | 3 hrs. |
| Accounting 11      | 3 hrs. | Business 11        | 3 hrs. |
| Business 14 *      | 2 hrs. | Business 54        | 3 hrs. |
| Mathematics 11     | 3 hrs. | Physical Education |        |
| Physical Education |        |                    |        |

\* Depends on ability to pass typing test.

| Third Semester        |        | Fourth Semester |        |
|-----------------------|--------|-----------------|--------|
| Political Science 101 | 4 hrs. | Business 55     | 3 hrs. |
| Speech 25             | 3 hrs. | Business 53     | 3 hrs. |
| Economics 51          | 3 hrs. | Business 52     | 3 hrs. |
| Business 51           | 3 hrs. | Economics 53    | 3 hrs. |
| Electives             | 3 hrs. | Electives       | 3 hrs. |

## SECRETARIAL COURSE

| First Semester     |        | Second Semester    |        |
|--------------------|--------|--------------------|--------|
| English 101        | 3 hrs. | English 16         | 3 hrs. |
| Economics 11       | 3 hrs. | Economics 12       | 3 hrs. |
| Business 12        | 4 hrs. | Business 13        | 4 hrs. |
| Business 14 *      | 2 hrs. | Business 15        | 2 hrs. |
| Accounting 13      | 3 hrs. | Business 11        | 3 hrs. |
| Physical Education |        | Physical Education |        |

\* Those entering with vocational skills may start at an advanced level. Depends on ability to pass tests.

| Third Semester |        | Fourth Semester |        |
|----------------|--------|-----------------|--------|
| English 17     | 3 hrs. | Business 57     | 3 hrs. |
| Business 60    | 4 hrs. | Business 61     | 3 hrs. |
| Business 59    | 3 hrs. | Electives       | 9 hrs. |
| Mathematics 11 | 3 hrs. |                 |        |
| Speech 25      | 3 hrs. |                 |        |

\* Students following the above curricula are required to complete two semesters of English before graduation.



# General Academic Curriculum

In general, the student in this curriculum will be expected to distribute his elections in the various fields of study as outlined in the liberal arts curriculum: language, literature and fine arts, mathematics and science, history and social studies.

This curriculum is planned for the student who wishes to continue his general education, but who is not qualified for admission to an affiliated curriculum either because of scholastic or subject deficiencies. When he has removed the deficiencies, he may transfer to an affiliated or semi-professional curriculum.

This curriculum is also planned for students who expect to complete their formal education at the junior college level, but who have general culture rather than a vocation as their aim. Not planned for transfer credit, the curriculum allows the well qualified student a broader field of electives than is possible in the liberal arts curriculum.

## Industrial Curricula

### ARCHITECTURAL DRAFTING

This program is designed to meet a practical need for those preparing to take jobs in architectural offices and is indispensable for those going into a building trade or designing their own home.

Architecture 101, 102, 103

Art 101, 102, 105, 106

Chemistry 1

Economics 11

English 101, 102

Mathematics 102, 19

Physical Training 101, 102

Speech 101, 102

Electives (may include Cooperative Industrial Training)

### ENGINEERING DRAFTING

Drawing 101, 102, 201, 202

Economics 11

English 101, 102

Mathematics 102, 19

Physical Training 101, 102

Physics 1

Shop Practice 101

Speech 101, 102

Electives (may include Cooperative Industrial Training)

### SEMI-PROFESSIONAL ENGINEERING

This curriculum is for the young man who wishes to prepare himself beyond high school along various mechanical lines. It is also an excellent preparation for shop foreman or superintendent.

Economics 51

Chemistry 1, 106

Drawing 101

Economics 11, 12

English 101, 102

Mathematics 2, 3, 18, 102

Physical Training 101, 102

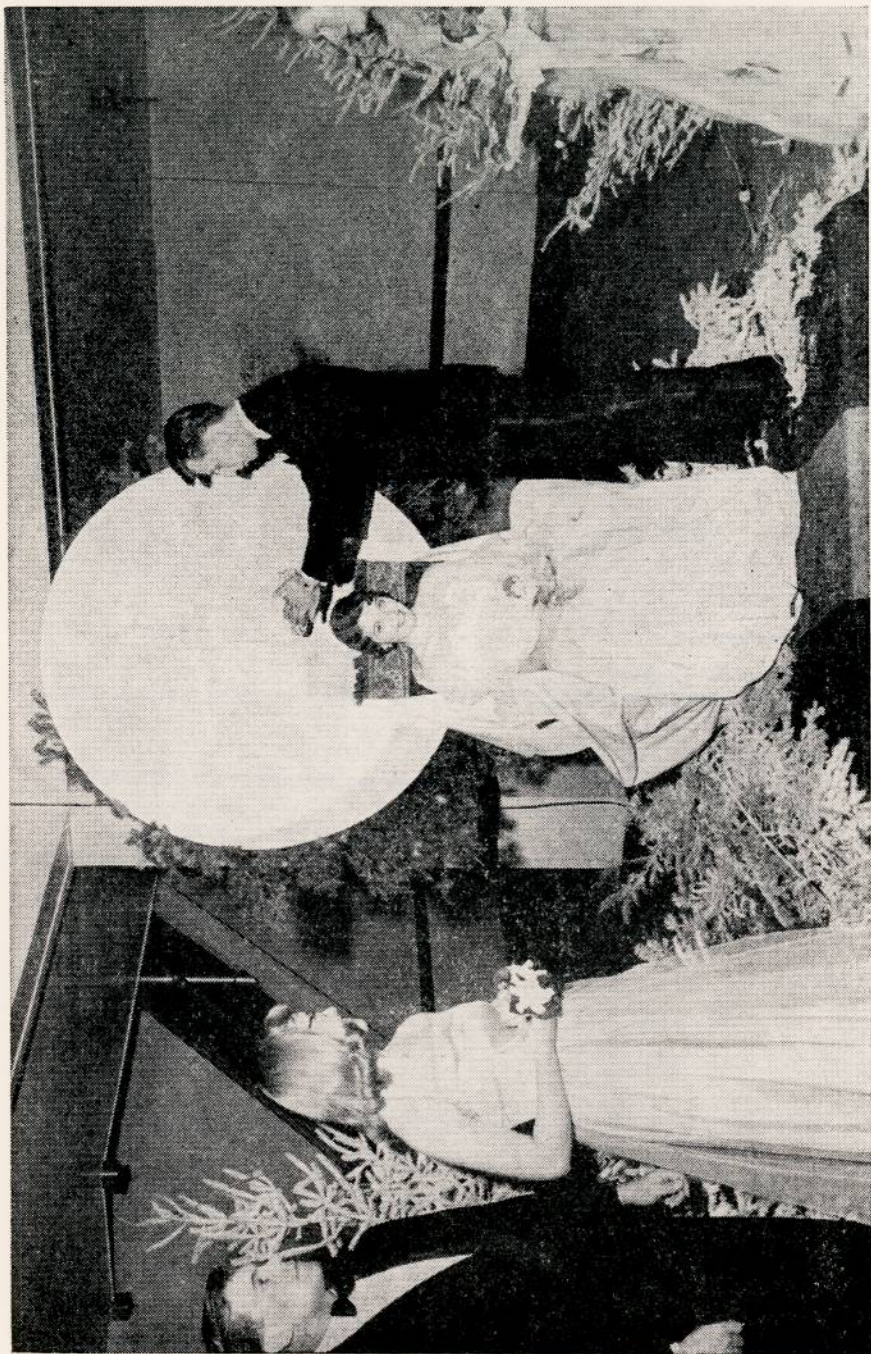
Physics 1

Shop Practice 101

Speech 101, 102

Electives (may include cooperative industrial training). Additional credits in auto mechanics, machine shop. Welding and wood shop should be arranged for special occupations in industry

NOTE: In the above industrial programs, if the student has had in high school the equivalent of a given course, he should elect an advanced course in that field or some other subject approved by his adviser.



The Crystal Ball — Crowning of the Queen

# Liberal Arts

The Liberal Arts curriculum is intended for students desiring a literary or scientific education without reference to any of the professions mentioned in the other curricula and to provide a liberal education for students unable to complete four years of college. In most colleges and universities the student is expected to get a broad education in the first two years, and to specialize somewhat in the last two years of his degree course. The requirements of the College of Literature, Science, and the Arts of the University of Michigan are typical:

In order to be admitted to concentration as a junior at the University, a student must have completed successfully sixty hours of work. Forty of these hours must be selected from five "Distribution Groups"

1. English composition,
2. Mathematics or philosophy,
3. Humanities:
  - a. Foreign language
  - b. Literature and fine arts
4. Social sciences,
5. Natural sciences.

The forty hours must include:

English composition    six hours

Social sciences        eight hours

Natural sciences      eight hours and

Foreign languages    completion of the language requirement.

(See pages 25 and 26 in the University bulletin.)

While in Junior College, the student should also take courses that are prerequisites for the field of concentration he plans to enter in the junior year.



## BASIC COLLEGE    MICHIGAN STATE COLLEGE

The attention of all students who plan to transfer to Michigan State College from Bay City Junior College is directed to the Michigan State plan of Basic Education. At Michigan State College each student, in all degree programs, is expected to complete nine term hours (six semester hours) in at least five of seven Basic courses. These courses are grouped so that every student will have some choice, but are otherwise rigidly specified.

For students transferring from Bay City Junior College, Michigan State College will accept as substitutes for the Basic courses credits in related subjects if the grade is **C** or better. The Basic courses, acceptable substitutes, and requirements follow:

### 1. Written and Spoken English.

English 101 and 102

One course in Speech (Engineers, Speech 101; others Speech 221 or 25).

Note: This basic is required of all students.

### 2. Biological Science

Two courses from  
Biology 101, 102,  
Physiology 101.

OR:

### 3. Physical Science

Two courses in  
separate fields.  
Astronomy chemistry,  
geology, mathematics  
(Courses 102 or 103, or a  
higher course), physics.

NOTE: Pre-engineering, pre-dental, veterinary science, and physical science majors must elect Basic 2.

### 4. Social Science

Two courses in  
separate fields.  
Economics 11 or 201, 13, 14.  
Geography.  
History 201, 202  
Political Science 101, 102  
Sociology 201

OR:

### 5. Effective Living

Two Courses in  
separate fields.  
Physiology and Hygiene 102.  
Psychology 201  
Sociology 201

### 6. History of Civilization

History 101, 102

OR:

### 7 Literature and Fine Arts

Art 105  
English 223

The fifth Basic requirement will usually be fulfilled during the student's upper division years.

# Pre-Professional Curricula

The first two years of preparation for most professions are mainly in the Liberal Arts subjects. The student should elect subjects to meet the usual group requirements. At the same time he should select subjects that will prepare him for advanced work in the specialized fields required in the particular profession. The programs outlined in the following pages are suggestive only

They should be modified to meet the particular needs of the student and the requirements of the senior institution to which he expects to transfer. It is important that the student study carefully the bulletins of the senior colleges in making his decisions.

## General Agriculture

This series is designed for students who plan to major in agricultural economics, agricultural extension, animal husbandry farm crops, farm management, poultry husbandry, or soil science. It is set up to meet the requirements of the basic college at Michigan State College.

Students interested in teaching vocational agriculture in Michigan should take Education 85 instead of Business 51 listed in the second year.

### FIRST YEAR

| First Semester     |        | Second Semester    |        |
|--------------------|--------|--------------------|--------|
| English 101        | 3 hrs. | English 102        | 3 hrs. |
| Biology 101        | 4 hrs. | Biology 102        | 4 hrs. |
| Chemistry 101      | 4 hrs. | Chemistry 102      | 4 hrs. |
| History 101        | 4 hrs. | History 102        | 4 hrs. |
| Physical Education |        | Physical Education |        |
| <hr/>              |        | <hr/>              |        |
| 15 hrs.            |        | 15 hrs.            |        |

### SECOND YEAR

| First Semester     |        | Second Semester       |        |
|--------------------|--------|-----------------------|--------|
| History 201        | 4 hrs. | Political Science 102 | 4 hrs. |
| Sociology 202      | 3 hrs. | Psychology 201 ..     | 3 hrs. |
| Economics 203      | 3 hrs. | Chemistry 222         | 4 hrs. |
| Business 51        | 3 hrs. | Chemistry 224         | 2 hrs. |
| Mathematics 103    | 2 hrs. | Economics 204         | 3 hrs. |
| Physical Education |        | Physical Education    |        |
| <hr/>              |        | <hr/>                 |        |
| 15 hrs.            |        | 16 hrs.               |        |



# Architecture and Design

## University of Michigan For Architecture, Interior Design and Product Design

|                             |                              |
|-----------------------------|------------------------------|
| Architecture 101, 102       | Mathematics 105, 106         |
| Art 103, 104, 105, 106, 107 | Physical Education 101, 102  |
| Economics 203, 204          | Physics 101, 102 or 201, 202 |
| English 101, 102, 223       | Speech 101                   |
| History 101, 102            | Electives                    |

One year credit accepted by University of Michigan.

## For Design of Information Mediums, Drawing and Painting, and for Teaching Art in High School

|                                    |                                |
|------------------------------------|--------------------------------|
| Architecture 101, 102              | Physical Training 101, 102     |
| Art 103, 104, 105, 106, 107 15, 51 | Speech 101                     |
| English 101, 102, 223              | Language one year              |
| History 101, 102                   | Electives (see Art instructor) |

## For General Design

|                                    |                                |
|------------------------------------|--------------------------------|
| Art 103, 104, 105, 106, 107 15, 51 | Physical Training 101, 102     |
| English 101, 102, 223              | Speech 221                     |
| History 101, 102                   | Electives (see Art instructor) |
| Language 1 year                    |                                |

# Business Administration

## University of Michigan

|                                                    |    |         |
|----------------------------------------------------|----|---------|
| Accounting 201 and 202                             | .. | 8 hrs.  |
| Economics 201 and 202                              |    | 6 hrs.  |
| English 101 and 102                                |    | 6 hrs.  |
| Languages, Literature, Speech                      |    | 12 hrs. |
| Mathematics and Physical Sciences (inc. Math. 103) |    | 12 hrs. |
| Physical Education 101 and 102                     | .. |         |
| Social Studies                                     | .. | 6 hrs.  |
| Electives to meet the requirements for graduation. |    |         |

## Michigan State College

Credits for five Basic Courses including: Nos. 1, 2, 4 or 5, 6 or 7

|                        |                             |
|------------------------|-----------------------------|
| Accounting 201 and 202 | Business 56                 |
| Economics 201 and 202  | Mathematics 18, 102, 103    |
| Geography 102 and 103  | Physical Education 101, 102 |

# Chemistry

## Major

### University of Michigan

|                                   |         |
|-----------------------------------|---------|
| Chemistry 101, 102, 221, 222, 224 | 18 hrs. |
| English 101, 102                  | 6 hrs.  |
| French or German 101, 102         | 8 hrs.  |
| Mathematics 105, 106              | 8 hrs.  |
| Physical Education                |         |
| Physics 101, 102                  | 8 hrs.  |
| History and Social Studies        | 8 hrs.  |

In order to be admitted to concentration, a student must have completed successfully sixty hours of work, forty of which must be selected from the distribution requirements and must include English composition, six hours, completion of the foreign language requirement of eight hours, eight hours in the social sciences, and eight hours in the natural sciences.

# Chemistry Major

## Michigan State College

|                                            |              |
|--------------------------------------------|--------------|
| Chemistry 105 or (101, 102), 221, 222, 224 | 15-18 hrs.   |
| German 101, 102                            | 8 hrs.       |
| Mathematics 105, 106, or 107 108           | 8 or 10 hrs. |
| Physical Education                         |              |
| Physics 101, 102                           | 8 hrs.       |

Also four of the five required Basics: 1 and 2 and, either 4 or 5, and either 6 or 7  
(One of these basics may be delayed and taken during the junior year if necessary.)

# Bay County Normal School Curricula

These programs afford the graduate the opportunity for immediate employment in the rural schools of the state, and at the same time provide complete transfer credit on a four-year program at the state teachers colleges.

FULL-TUITION SCHOLARSHIPS are granted students who are accepted for the teacher-training (second) year, on condition that the recipient, following graduation, will teach at least one year in a rural school in Michigan. Graduates receive the County Limited Teacher's certificate.

## County Normal Program

|                                                 |              |
|-------------------------------------------------|--------------|
| Education 85, 87 81, 89, 83                     | 16 hours     |
| English 101 and 102                             | 6 hours      |
| Geography 101 or Geology 101                    | 4 hours      |
| History (American 201) or Political Science 101 | 3 or 4 hours |
| Mathematics 11 (Arithmetic)                     | 3 hours      |
| Music 31                                        | 2 hours      |
| Penmanship (at training school)                 | ..           |
| Physical Education (each semester)              | 2 hours      |
| Physiology and Hygiene 101 or 102 . . . .       | 4 hours      |

Electives to meet graduation requirements.

Both the curriculum above and the one following include three weeks of field work in nearby country schools. This work will be done about mid year in the student's second year.

## State Limited Certificate Program

Combined Curriculum with Central Michigan College of Education. Approved by the State Board of Education.

A student completing the work outlined in the two institutions, with a better grade than C, will receive the State Limited Certificate. At least six weeks of residence at Central Michigan College are required. The involved courses and instructors at Bay City Junior College are approved by C.M.C.E. officials.

## At Bay City Junior College:

|                                                 |          |
|-------------------------------------------------|----------|
| Art . . . . .                                   | 3 hours  |
| Education 85, 87 81, 89, 83                     | 16 hours |
| English 101 and 102                             | 6 hours  |
| Geography 101 or Geology 101 . . . . .          | 4 hours  |
| History 201 or 202 . . . . .                    | 3 hours  |
| Mathematics 30 (Arithmetic) . . . . .           | 3 hours  |
| Music 31 . . . . .                              | 2 hours  |
| Penmanship (at training school)                 | 2 credit |
| Physical Education (each semester)              | 2 hours  |
| Physiology and Hygiene 101 or 102 . . . . .     | 4 hours  |
| Political Science 101 or 102 . . . . .          | 4 hours  |
| Sociology 201 or 202 (including rural problems) | 3 hours  |
| Electives to meet graduation requirements.      |          |

## At Central Michigan College of Education:

Agriculture 101 (or approved substitute)

English 204 (Children's Literature)

If the student has Junior College credit in Children's Literature, an elective will replace English 204.

The summer work is to be taken after graduation from Junior College, and should be completed not later than the second semester.

# Dentistry

## University of Michigan

|                         |         |
|-------------------------|---------|
| Biology 101, 102        | 8 hrs.  |
| Chemistry 101, 102, 222 | 12 hrs. |
| English 101, 102        | 6 hrs.  |
| Physical Education      | 2 hrs.  |
| Physics 101, 102        | 8 hrs.  |

Additional hours from the Liberal Arts College should be selected to fulfill graduation requirements. History economics, business or social sciences are suggested.

# Dental Hygiene

## University of Michigan

Candidates must complete with satisfactory grade sixty hours of college credit on a program that would admit them to a field of concentration leading to a degree in the College of Literature, Science and Arts. In this pre-professional training it is advisable to include Psychology 201 and Sociology 201. It is desirable that a candidate have some practical experience as an assistant in a dental office before enrolling in dental hygiene at the University

# Education

The first two years of the teacher-training programs in Michigan Colleges of Education are essentially Liberal Arts programs. Although the credits earned in the County Normal curriculum are accepted in transfer to the teachers' colleges, it is recommended that the courses in education be taken in the last two years if the student does not intend to teach before completing the four-year course. Pre-Education students will be referred to Liberal Arts advisers. In selecting the courses, attention should be given to group requirements and to courses introductory to the fields of study in which the individual expects to teach. For admission to the School of Education at the University of Michigan, Psychology 201 and Speech 221 are recommended subjects in the sophomore year.

# Engineering

The entering engineering student should present high school credits in chemistry and physics, and in mathematics through solid geometry and trigonometry. If he is deficient in any of these subjects, the student should plan a modified program with his adviser.

## University of Michigan

### FIRST YEAR

| First Semester        |        | Second Semester       |        |
|-----------------------|--------|-----------------------|--------|
| Chemistry 105         | 5 hrs. | Chemistry 106         | 3 hrs. |
| Drawing 101           | 3 hrs. | English 102           | 3 hrs. |
| English 101           | 3 hrs. | Drawing 102           | 3 hrs. |
| Mathematics 105 *     | 4 hrs. | Mathematics 106 *     | 4 hrs. |
| Physical Training 101 | 1 hr.  | Physical Training 102 | 1 hr.  |
| Speech 101            | 1 hr.  | Speech 102            | 2 hrs. |
|                       |        | Elective or Shop 101  |        |

### SECOND YEAR

| First Semester  |          | Second Semester |          |
|-----------------|----------|-----------------|----------|
| Drawing 203     | 2 hrs.   | Economics 204   | 3 hrs.   |
| Economics 203   | 3 hrs.   | Mathematics 202 | 4 hrs.   |
| Mathematics 201 | 4 hrs.   | Physics 202     | 5 hrs.   |
| Physics 201     | 5 hrs.   | Physics 205     | 3 hrs.   |
| Electives **    | 2-4 hrs. | Electives **    | 2-3 hrs. |

## Michigan State College

Credits for Basic Courses Nos. 1, 2, 4, 6, and 5 or 7 are required in the four-year program. To partially meet these requirements in Junior College, electives may replace Drawing 203, Economics 204, Physics 205, and Chemistry 106 in the preceding program.

## Michigan College of Mining and Technology

A program similar to that for the University of Michigan is acceptable.

\*Students lacking Trigonometry as an entrance credit will substitute Mathematics 107 and 108 for Mathematics 105 and 106 respectively

\*\*His contemplated field of engineering and the requirements of the institution where the student expects to continue will be considered in advising these elections. Possible electives include Astronomy English, Geology, Shop 101 or some other non-technical subjects. Further adjustment of the curriculum may on occasion, be advised.



# Agricultural Engineering

## FIRST YEAR

| First Semester  |         | Second Semester       |         |
|-----------------|---------|-----------------------|---------|
| English 101     | 3 hrs.  | English 102           | 2 hrs.  |
| Mathematics 105 | 4 hrs.  | Speech 102            | 2 hrs.  |
| Chemistry 105   | 5 hrs.  | Mathematics 106       | 4 hrs.  |
| Biology 101     | 4 hrs.  | Political Science 102 | 4 hrs.  |
|                 | <hr/>   | Biology 102           | 4 hrs.  |
|                 | 16 hrs. | Physical Education    |         |
|                 |         |                       | <hr/>   |
|                 |         |                       | 16 hrs. |

## SECOND YEAR

| First Semester     |         | Second Semester |         |
|--------------------|---------|-----------------|---------|
| Drawing 101        | 3 hrs.  | Drawing 102     | 3 hrs.  |
| Mathematics 201    | 4 hrs.  | Mathematics 202 | 4 hrs.  |
| History 101        | 4 hrs.  | History 102     | 4 hrs.  |
| Physics 201        | 5 hrs.  | Physics 202     | 5 hrs.  |
| Physical Education |         |                 |         |
|                    | <hr/>   |                 | <hr/>   |
|                    | 16 hrs. |                 | 16 hrs. |

Mathematics 107 and 108 should be taken during the first year instead of mathematics 105 and 106 if the student has not had trigonometry.

# Forestry and Conservation

## Michigan State College

Forest Management, Recreational and Municipal Forestry, Forest Utilization and Technology:

Biology 101, 102  
Chemistry 101, 102  
Drawing 101  
Economics 201 or 203, Geography (any course), History 101, 102, Political Science or Sociology 201  
English 101, 102  
Geology 101  
Mathematics 18, 102  
Physiology and Hygiene, Psychology 201, Sociology 201  
Physical Training 101, 102  
Physics 101, 102  
Speech 25  
Electives

Lumbering Merchandising:

For this major see the Michigan State College catalogue.

Wildlife Management and Fisheries Series:

For this series see the Michigan State College catalogue.

## University of Michigan

Forest Production Program:

Biology 101, 102  
Chemistry 101  
Drawing 101  
Economics 203  
English 101, 102

Geology 101  
Mathematics 18, 102  
Physical Training 101, 102  
Physics 101  
Sociology 201

General Program, Industrial Program, and Wildlife Production Program.

The courses needed in these programs are the same as those in the Forest Production program with the exception that additional Mathematics courses (Mathematics 103 and 105) are desirable.

Wood Technology Programs:

Accounting 11  
Art 103  
Chemistry 101, 102  
Drawing 101, 102  
Economics 201

English 101, 102  
Mathematics 105  
Physical Training 101, 102  
Physics 101, 102  
Sociology 201

# Home Economics

## Michigan State College

Chemistry 101, 102 with Physics 212, 213 at Michigan State College or Chemistry 105, 222 with Biology 101, 102 or Physics 101, 102  
English 101, 102  
Economics 203, 204  
History 101, 102 or Art 105, English 223  
Physical Training 101, 102  
Psychology 201  
Sociology 201 or Geography (any course), History 201, 202, Political Science

# Journalism

## University of Michigan

Economics 201, 202, or 203, 204  
English 101, 102, 221, 222, 223, 224  
Foreign Language, eight or more hours  
History 101, 102  
Science, eight hours  
Physical Training 101, 102  
Political Science 101, 102  
Sociology 201, 202

## Michigan State College

Credits for Basic Courses: Nos. 1, 2, 4, 6, 7  
English 101, 102, 223, 224  
Foreign Language 101, 102, 103, 104  
Physical Training 101, 102  
Political Science 101, 102

# Law

## FIRST YEAR

### First Semester,

English 101  
Foreign Language. Latin is strongly recommended.  
History 101  
Mathematics, or a laboratory science  
Physical Training 101  
Elective, such as Geography 101

### Second Semester,

English 102  
Foreign language  
History 102  
Mathematics, or a laboratory science  
Physical Training 102  
Elective, such as Geography 102

## SECOND YEAR

### First Semester.

Economics 201  
English 223  
History 201  
Mathematics, or a laboratory science  
Political Science 101  
Electives, such as  
    English 221,  
    Geography 201,  
    Psychology 201,  
    Sociology 201,  
    Speech 221,  
    Speech 223

### Second Semester.

Economics 202  
English 224  
History 202  
Mathematics, or a laboratory science  
Political Science 102  
Electives, such as  
    English 222,  
    Geography 202,  
    Psychology 202,  
    Sociology 202,  
    Speech 222,  
    Speech 224

# Medical Technology

## University of Michigan

### FIRST YEAR

| First Semester         |             | Second Semester      |             |
|------------------------|-------------|----------------------|-------------|
| English 101            | 3 hrs.      | English 102          | 3 hrs.      |
| Chemistry 101          | 4 hrs.      | Chemistry 102        | 4 hrs.      |
| Foreign Language 101   | 4 hrs.      | Foreign Language 102 | 4 hrs.      |
| Mathematics 102        | 2 hrs.      | Mathematics 103      | 2 hrs.      |
| Physical Education 101 |             | Physical Education   |             |
| Elective               | 2 or 3 hrs. | Elective             | 2 or 3 hrs. |

### SECOND YEAR

|                |        |                       |             |
|----------------|--------|-----------------------|-------------|
| Physics 101    | 4 hrs. | Biology 101           | 4 hrs.      |
| Chemistry 221  | 4 hrs. | Chemistry 222 and 224 | 6 hrs.      |
| Social Studies | 4 hrs. | Social Studies        | 4 hrs.      |
| Elective       | 4 hrs. | Elective              | 3 or 4 hrs. |

# Medical Technology

## Michigan State College

### FIRST YEAR

| First Semester     |        | Second Semester    |        |
|--------------------|--------|--------------------|--------|
| English 101        | 3 hrs. | English 102        | 3 hrs. |
| Chemistry 101      | 4 hrs. | Chemistry 102      | 4 hrs. |
| Biology 101        | 4 hrs. | Biology 102        | 4 hrs. |
| Social Studies     | 4 hrs. | Social Studies     | 4 hrs. |
| Physical Education |        | Physical Education |        |

### SECOND YEAR

|                        |             |                            |             |
|------------------------|-------------|----------------------------|-------------|
| History 101 or Art 105 | 4 or 3 hrs. | History 102 or English 203 | 4 or 3 hrs. |
| Chemistry 221          | 4 hrs.      | Chemistry 222 and 224      | 6 hrs.      |
| Mathematics 102        | 2 hrs.      | Mathematics 103            | 2 hrs.      |
| Personal Health        | 4 hrs.      | Psychology 201             | 3 hrs.      |

Speech 203 or 205 should be taken. Credit for basics 1, 2, 3, 4 or 5, 6 or 7.



# Medical Technology

## Wayne University

### FIRST YEAR

#### First Semester

|                       |        |
|-----------------------|--------|
| English 101           | 3 hrs. |
| Chemistry 101         | 4 hrs. |
| History 105 or        |        |
| Political Science 101 | 4 hrs. |
| Foreign Language      | 4 hrs. |
| Physical Education    |        |

#### Second Semester

|                    |        |
|--------------------|--------|
| English 102        | 3 hrs. |
| Chemistry 102      | 4 hrs. |
| Biology 101        | 4 hrs. |
| Foreign Language   | 4 hrs. |
| Physical Education |        |

### SECOND YEAR

|                          |        |
|--------------------------|--------|
| English 223              | 3 hrs. |
| Chemistry 221            | 4 hrs. |
| Social Studies (History, |        |
| Sociology or Economics)  | 3 hrs. |
| Physics 101              | 4 hrs. |

|                |             |
|----------------|-------------|
| English 224    | 3 hrs.      |
| Chemistry 222  | 4 hrs.      |
| Chemistry 224  | 2 hrs.      |
| Social Studies | 3 or 4 hrs. |
| Physics 102    | 4 hrs.      |

# Medical Technology

## Mercy Hospital

### FIRST YEAR

#### First Semester

|                       |             |
|-----------------------|-------------|
| English 101           | 3 hrs.      |
| Chemistry 101         | 4 hrs.      |
| Biology 101           | 4 hrs.      |
| Mathematics 18 or 102 | 2 hrs.      |
| Physical Education    |             |
| Elective              | 2 or 3 hrs. |

#### Second Semester

|                        |             |
|------------------------|-------------|
| English 102            | 3 hrs.      |
| Chemistry 102          | 4 hrs.      |
| Biology 102            | 4 hrs.      |
| Mathematics 102 or 103 | 2 hrs.      |
| Physical Education     |             |
| Elective               | 2 or 3 hrs. |

### SECOND YEAR

|               |        |
|---------------|--------|
| Chemistry 221 | 4 hrs. |
| Physics 101   | 4 hrs. |
| Electives     | 8 hrs. |

|                                 |        |
|---------------------------------|--------|
| Chemistry 222 and Chemistry 224 | 6 hrs. |
| Physics 102                     | 4 hrs. |
| Electives                       | 8 hrs. |

# Medicine

## University of Michigan

### FIRST YEAR

| First Semester     |        | Second Semester    |        |
|--------------------|--------|--------------------|--------|
| English 101        | 3 hrs. | English 102        | 3 hrs. |
| Chemistry 101      | 4 hrs. | Chemistry 102      | 4 hrs. |
| Foreign Language   | 4 hrs. | Foreign Language   | 4 hrs. |
| Biology 101        | 4 hrs. | Biology 102        | 4 hrs. |
| Physical Education |        | Physical Education |        |

### SECOND YEAR

|                              |        |                 |        |
|------------------------------|--------|-----------------|--------|
| Chemistry 221                | 4 hrs. | Chemistry 222   | 4 hrs. |
| Physics 101                  | 4 hrs. | Physics 102     | 4 hrs. |
| Social Science               | 4 hrs. | Social Science  | 4 hrs. |
| Mathematics 102              | 2 hrs. | Mathematics 105 | 4 hrs. |
| Elective<br>(Social Science) | 4 hrs. | Chemistry 224   | 2 hrs. |

# Medicine

## Wayne University

### FIRST YEAR

| First Semester                                            |        | Second Semester    |        |
|-----------------------------------------------------------|--------|--------------------|--------|
| English 101                                               | 3 hrs. | English 102        | 3 hrs. |
| Chemistry 101                                             | 4 hrs. | Chemistry 102      | 4 hrs. |
| Biology 101                                               | 4 hrs. | Biology 102        | 4 hrs. |
| Foreign Language<br>(Latin, French, German<br>or Spanish) | 4 hrs. | Foreign Language   | 4 hrs. |
| Physical Education                                        |        | Physical Education |        |

### SECOND YEAR

|               |        |               |        |
|---------------|--------|---------------|--------|
| Chemistry 221 | 4 hrs. | Chemistry 222 | 4 hrs. |
| Physics 101   | 4 hrs. | Physics 102   | 4 hrs. |
| Electives     | 8 hrs. | Chemistry 224 | 2 hrs. |
|               |        | Electives     | 6 hrs. |

Electives preferred: Mathematics through calculus, additional work in English, as much work as possible in sociology economics, and government.

# Mortuary Science

The first two years of a three year program at Wayne University

## FIRST YEAR

| First Semester     |         | Second Semester      |         |
|--------------------|---------|----------------------|---------|
| English 101        | 3 hrs.  | English 102          | 3 hrs.  |
| Chemistry 101      | 4 hrs.  | Chemistry 102        | 4 hrs.  |
| Biology 101        | 4 hrs.  | Mathematics 11 .. .. | 3 hrs.  |
| Economics 11       | 3 hrs.  | Economics 12 .. ..   | 3 hrs.  |
| Physical Education |         | Electives ... ..     | 3 hrs.  |
|                    | <hr/>   | Physical Education   | <hr/>   |
|                    | 14 hrs. |                      | 16 hrs. |

## SECOND YEAR

| First Semester |             | Second Semester      |        |
|----------------|-------------|----------------------|--------|
| Sociology 201  | 3 hrs.      | Chemistry 222 ..     | 4 hrs. |
| Speech 221     | 3 hrs.      | Speech 222           | 3 hrs. |
| Accounting 11  | 3 hrs.      | Psychology 201       | 3 hrs. |
| English 223    | 3 hrs.      | Business 11          | 3 hrs. |
| Electives      | 2 or 3 hrs. | Accounting 12 ... .. | 3 hrs. |

This curriculum meets the educational requirements for a funeral director's license, under the present law, as set forth by the State Board of Embalmers and Funeral Directors of the Michigan Department of Health.

# Nursing

## University of Michigan 5-Year Course

Biology 101  
 Chemistry 101, 102  
 English 101, 102  
 Foreign Language 101, 102 (if the student has had less than two units in high school)  
 Physical Training 101, 102  
 Electives from the following: Biology 102; Chemistry 221, 222, 224; English 223, 224;  
 History 201, 202; Physics; Political Science; Psychology; Sociology; Speech.

## Michigan State College

Major in Home Economics and Nursing. The courses required are the same as those listed in the Home Economics program, with the following additional required courses:

Biology 101, 102  
 Chemistry 221  
 Education 85  
 Physiology 101  
 Psychology 201

# Pharmacy

## University of Michigan

|                                                                                                                                                                                                                                                                                                |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Biology 101, 102                                                                                                                                                                                                                                                                               | 8 hrs. |
| Chemistry 101, 102                                                                                                                                                                                                                                                                             | 8 hrs. |
| English 101, 102                                                                                                                                                                                                                                                                               | 6 hrs. |
| Mathematics 102                                                                                                                                                                                                                                                                                | 2 hrs. |
| Physical Training 101, 102                                                                                                                                                                                                                                                                     |        |
| Electives from Economics 203 or 204; French; German; Physics or related subjects. The Michigan Board of Pharmacy allows only one year of advance credit from a non-pharmacy college. However, a student who presents additional credits in transfer will not be required to repeat the course. |        |

# Police Administration

## Michigan State College

Credits for Basic courses: Nos. 1, 2, 4, 6.

Chemistry 105 (or 101-102) 222.

Economics 203, 204                      Psychology 201

Physical Training 101, 102              Sociology 201

Electives from: Accounting, Chemistry Foreign Language, Geography, History, Literature, Machine Shop, Mathematics, Physics, Political Science, Speech.

# Public Administration

## University of Michigan

Credits for Basic courses: Nos. 1, 2, and two from 3, 5, 6 and 7

Accounting 201, 202                      Psychology 201

Economics 201, 202                      Sociology 201

Mathematics 12, 18                      Speech 221

Physical Training 101, 102              Electives

Political Science 101, 102

# Social Service

## University of Michigan

|                                                                                                                      |                    |
|----------------------------------------------------------------------------------------------------------------------|--------------------|
| Economics 201, 202                                                                                                   | Psychology 201     |
| English 101, 102                                                                                                     | Sociology 201, 202 |
| Physical Training 101, 102                                                                                           | Speech 221         |
| Electives to complete requirements for graduation. Care should be taken to meet the Distribution Group requirements. |                    |

## Michigan State College

|                                             |                            |
|---------------------------------------------|----------------------------|
| Credits for Basic courses: Nos. 1, 2, 6, 7  | Physical Training 101, 102 |
| Business 11                                 | Political Science 101, 102 |
| Economics 203, 204                          | Psychology 201             |
| Foreign Language for credit for No. 3 Basic | Sociology 201, 202         |
| Mathematics 18                              | Electives                  |

# Air Transportation

Many opportunities are open in the expanding industry of Air Transportation for both men and women. Advisers in Bay City Junior College can provide information regarding the various lines of work for which a student may prepare, and will assist in planning a suitable preparatory program of studies. Fields of opportunity include: accounting and finance, communications, engineering, general office work, flight dispatching, maintenance, meteorologist, personnel, pilot, purchasing, reservations, stewardess, supply traffic.

# Airline Hostess Curriculum

## TWO YEARS

### FIRST YEAR

This is a Two year program for women desiring a practical educational background to qualify for airline hostess employment with commercial airlines. In addition to being a high school graduate, a candidate for this curriculum must meet special airline physical requirements pertaining to height, weight, eyesight, voice, and appearance.

|                        |          |
|------------------------|----------|
| English Grammar        | 6 hrs.   |
| Speech 221-222         | 6 hrs.   |
| First Aid              | 2 hrs.   |
| Business Statistics 56 | 3 hrs.   |
| Geography 102 ..       | 4 hrs.   |
| *Typing                | 2 4 hrs. |
| Physical Education     | 2 hrs.   |
| Elective               | 6 hrs.   |
|                        | <hr/>    |
|                        | 31 hrs.  |



## SECOND YEAR

|                               |         |
|-------------------------------|---------|
| Psychology 201                | 3 hrs.  |
| Psychology of Personality 202 | 3 hrs.  |
| Accounting 11-12              | 6 hrs.  |
| Office Machines               | 3 hrs.  |
| Filing 59                     | 2 hrs.  |
| Foods 46                      | 3 hrs.  |
| Meteorology                   | 3 hrs.  |
| Navigation                    | 3 hrs.  |
| Elective                      | 6 hrs.  |
|                               | <hr/>   |
|                               | 32 hrs. |

\*Students who had one or more years of typing in high school need not take typing. These are suggested Electives all of which are required on the three year curriculum at Western Michigan.

|                       |        |
|-----------------------|--------|
| Aviation Physics 101  | 3 hrs. |
| Sociology 201         | 3 hrs. |
| Political Science 101 | 4 hrs. |
| Business English 16   | 3 hrs. |
| Salesmanship 55       | 3 hrs. |
| Physiology 101        | 4 hrs. |
| Hygiene 102           | 4 hrs. |

## Veterinary Medicine Curriculum

### Michigan State College

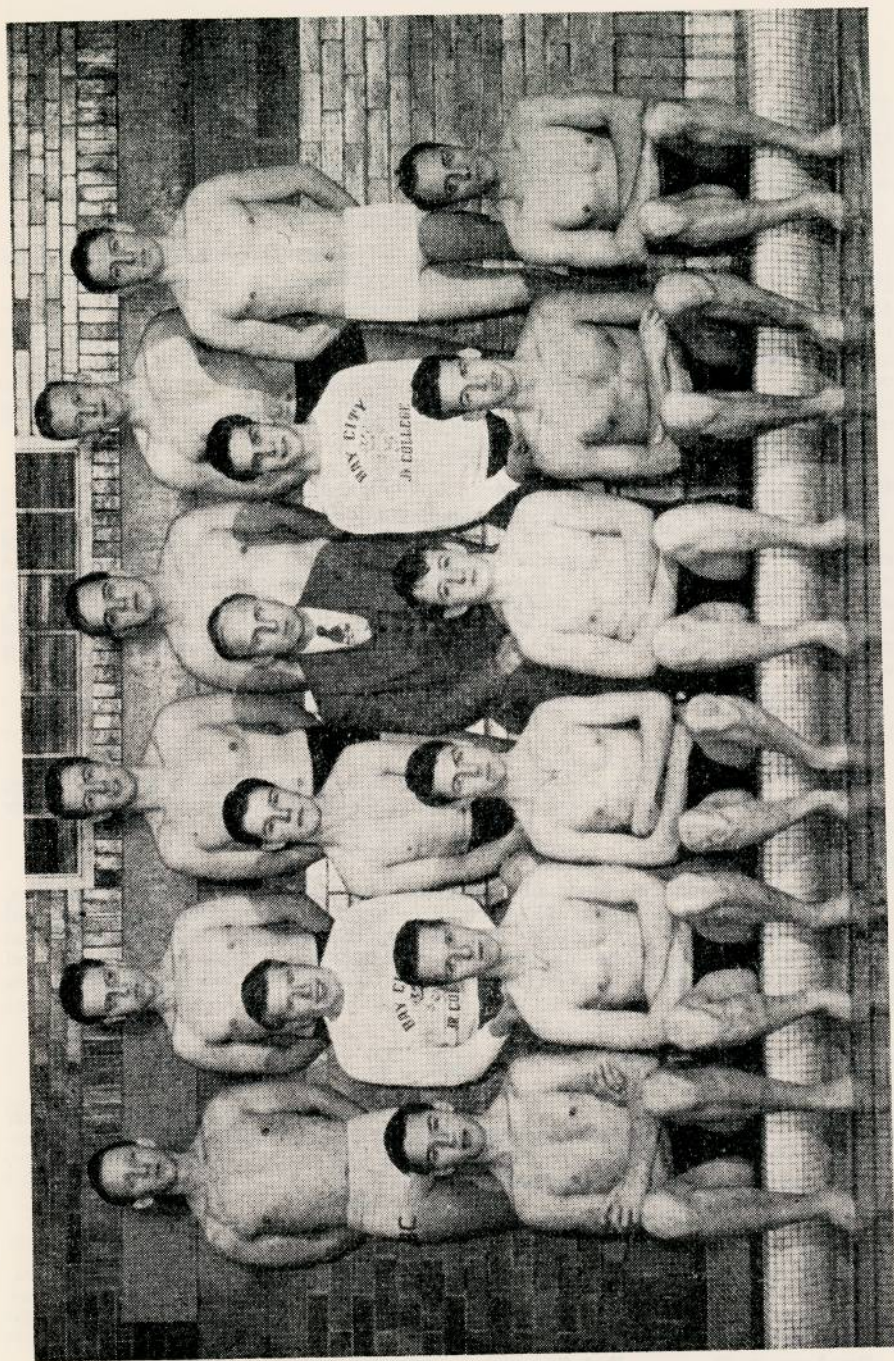
The Veterinary course is now six years in length. Students are advised to follow the outline of courses indicated for the pre- professional years. This outline is set up to meet the requirements of the Basic College at Michigan State College.

### FIRST YEAR

| First Semester        |         | Second Semester    |         |
|-----------------------|---------|--------------------|---------|
| English 101           | 3 hrs.  | English 102        | 3 hrs.  |
| Biology 101           | 4 hrs.  | Biology 102        | 4 hrs.  |
| Political Science 101 | 4 hrs.  | Mathematics 102    | 2 hrs.  |
| Chemistry 101         | 4 hrs.  | Mathematics 103    | 2 hrs.  |
| Physical Education    |         | Chemistry 102      | 4 hrs.  |
|                       | <hr/>   | Physical Education |         |
|                       | 15 hrs. |                    | <hr/>   |
|                       |         |                    | 15 hrs. |

### SECOND YEAR

| First Semester     |         | Second Semester    |         |
|--------------------|---------|--------------------|---------|
| History 101        | 4 hrs.  | History 102        | 4 hrs.  |
| Psychology 201     | 3 hrs.  | Sociology 201      | 3 hrs.  |
| History 201        | 4 hrs.  | Physics 102        | 4 hrs.  |
| Physics 101        | 4 hrs.  | Chemistry 222      | 4 hrs.  |
| Physical Education |         | Chemistry 224      | 2 hrs.  |
|                    | <hr/>   | Physical Education |         |
|                    | 15 hrs. |                    | <hr/>   |
|                    |         |                    | 17 hrs. |



**Swimming Team — Junior College Champions**



# COURSES OF INSTRUCTION

The courses in any subject bearing numbers above 200 are not open to freshmen without special permission.

The college reserves the right not to offer a course unless there is a reasonable number wishing to elect it.

## ACCOUNTING

Part credit for graduation may be earned under the subtitles of Ia, Ib, Ic, etc., each representing one hour of credit. For transfer purpose the entire course is considered the unit.

### 11. Accounting Principles (1)

This course is a study of the fundamental principles of accounting. The subject matter includes debit and credit, classification of accounts, underlying principles of the various accounting records, controlling accounts, books of original entry (including special journals) and ledgers, statements and closing procedure. Laboratory work in the form of problems and sets will be provided. Five hours in class per week.

**Three hours credit.**

**Each Semester.**

### 12. Accounting Principles (2)

Prerequisite: Course 1 or one year of bookkeeping in high school.

This course is a continuation of the first course but in cases where the same subjects are studied the analysis is carried into greater detail. The subject matter includes: records and accounts peculiar to a corporation, elements of manufacturing accounts, valuation of assets and liabilities in balance sheet, nature of reserves and surplus, accounting for sinking funds, problems relating to profit and loss statements, branch store accounting and cash journal arrangements. Ample problems and practice sets will be provided. Five hours in class per week.

**Three hours credit.**

**Each Semester.**

### 13. Applied Accounting.

Required for Secretarial Majors.

This course in the fundamentals of bookkeeping is designed for secretaries, receptionists and general office clerks. It includes the use of actual business papers and practice sets applicable to a mercantile business.

### 51. Auditing Theory and Procedure.

Prerequisite: Course 12 or two years of bookkeeping in high school or consent of instructor.

The principles and procedure with reference to auditing will be studied, giving special attention to the balance sheet audit, the detailed audit, and special investigations. Sufficient practice work is provided, including theory problems, auditing problems, an audit case, and two audit projects. Questions and problems selected from CPA and AIA examinations. Five hours in class per week.

**Three hours credit.**

**Each Semester.**

### 52. Federal Tax Accounting.

Prerequisite: Course 12 or consent of instructor.

A study of Federal taxation including income tax, capital stock tax, excess profits tax, estate tax, gift tax, and excise taxes. Sufficient questions, problems, and reports are provided for a complete interpretation of federal tax laws. Five hours in class per week.

**Three hours credit.**

**Each Semester.**

### 53. Social Security and Payroll Accounting.

Prerequisite: Course 12 or consent of instructor.

A study of Federal Social Security laws and State Unemployment Compensation laws. Questions, problems, and reports sufficient for interpretation and application of these laws to business are provided. Special attention to payroll records necessary to provide information for Federal and State returns. Three hours in class per week.

**Two hours credit.**

**Each Semester.**

#### **54. Cost Accounting.**

Prerequisite: Course 12 or consent of instructor.

Cost accounting is studied in its relation to factory accounting. Its purpose is to classify in detail cost of production. It discloses inefficiency and indicates the profit or loss on each kind of goods or job. A study is made of departmental process, sequential and job costs, cost records, procedure, reports, and distribution of burden. Ample practice in these CPA problems is provided, together with a cost project. Five hours in class per week.

**Four hours credit. Each Semester.**

#### **201. Principles of Accounting 1.**

This course presents the underlying concepts and relationships in terms of the basic statement and a complementary scheme of skeleton accounts. It deals with the accounting procedure, with emphasis on periodic summarizing, and concludes with the preparation of simple statements from the records. Five hours in class per week.

**Four hours credit. Each Semester.**

#### **202. Principles of Accounting 2.**

Prerequisite: Course 201.

This course emphasizes problems of credit, valuation, and income measurements in connection with cash, current receivables, merchandise, manufacturing accounts and fixed assets. The work sheet, partnership accounts and problems, accounting peculiar to the corporate form of organization and an analysis and interpretation of financial statements are the principal topics considered. Five hours in class per week.

**Four hours credit. Second Semester.**

### **ARCHITECTURE**

#### **101. Architectural Projections (U. of M., A. 1)**

Prerequisite: Must be preceded or accompanied by Mathematics 19 or its equivalent.

Simple projection as applied to plans, sections, and elevations; intersections and developments.

**Two hours credit.**

#### **102. Graphics, (U. of M., A. 2)**

Prerequisite: Architecture 101 or equivalent.

Architectural perspective and shades and shadows.

**Two hours credit.**

#### **103. Home Planning.**

Prerequisites: Architecture 101 and Mathematics 9.

This course will deal with small home planning: costs, location, elevations, typical roofs, walls and foundations. Examinations will be made of available building materials. Time permitting, a scale model of a typical small home will be made by each student.

**Three hours credit.**

### **ART**

#### **101. Elementary Art.**

A beginning course in Art designed for all students interested in experimentation and creative expression in various art mediums and materials. An orientation course aimed to furnish a basic background with introduction to perspective and rendering.

**Three hours credit. Each Semester.**

#### **102. Drawing and Composition.**

Prerequisite: Art 101 or its equivalent.

This course aims to give the student further understanding of composition and to develop creative ability in drawing of all types. Problems using various media with emphasis on charcoal.

**Three hours credit. Each Semester.**

**103. Introductory Art (U. of M. Drawing 11)**

The fundamentals of representation and composition studied through the drawing of simple forms in line and value. Creative as well as correct drawing. Six hours of class work per week.

**Two hours credit. Each Semester.**

**104. Introductory Art (U. of M. Drawing 12)**

Prerequisite: 103.

The representation of form with emphasis on values, textures and composition. Problems using charcoal. Six hours of class work per week.

**Two hours credit. Each Semester.**

**105. History of Western Art.**

A general survey of the history of Western Art from periods of the cavemen to modern times, dealing with outstanding masterpieces and representative artists selected for presentation to illustrate high points of artistic expression in these main periods: Egyptian, classical Greek, Roman, Romanesque, Gothic, Renaissance, baroque, classicism, romanticism, impressionism, expressionism, and modern abstract art.

**Three hours credit. Second Semester only.**

**106. Introduction to Design (U. of M. Design 1)**

Creative organization involving the basic elements of design: line, form, space, value, color and texture, experienced through simple materials in two and three dimensions. The aim is to develop a sense of design in the student, using abstract approach.

**Four hours credit. Each Semester.**

**107 Introduction to Color (U. of M. Design 2)**

Prerequisite: Art 106.

Thorough exploration and experiment in the field of color.

**Four hours credit. Each Semester.**

**11. Art Education (Elementary Grades)**

A course designed for County Normal students and other prospective teachers. Introduction to art teaching in our present social order. Development of the ability to stimulate the interest of children, and to understand the art merit of this expression. Experiments in materials and mediums of their grade level.

**Three hours credit. Each Semester.**

**12. Art Education (Intermediate Grades).**

Prerequisite: Art 11.

This course is designed as above but for further experiment in materials and mediums.

**Three hours credit. Each Semester.**

**13. Commercial Design.**

Prerequisite: Art 101, 102.

Experimentation and study of commercial design as it affects society today. Lay outs, creative design, modern techniques, and air brush work.

**Three hours credit. Each Semester.**

**14. Advanced Design.**

Prerequisite: Art 101, 102 or Art 13.

Creative application of design principles in the field of interior design, dress design or architectural design. Individual expression stressed.

**Three hours credit. Each Semester.**

**15. Drawing and Painting.**

Prerequisites: Art 101, 102.

Experimentation in water color, oil and various media, stressing techniques, composition and color.

**Three hours credit. Each Semester.**



### **51. Advanced Drawing and Painting.**

Prerequisite: Art 15.

A practical course of art study designed to develop skill in drawing and painting. Still life and landscape in water color and oil.

**Three hours credit.**

**Each Semester.**

NOTE: Courses 15 and 51 recommended to special students interested in Art as a hobby.

## **ASTRONOMY**

The courses in astronomy are non-mathematical, introductory courses. Evening meetings at the observatory are arranged occasionally for observations. Lantern illustrations and films are used frequently and oral and informal discussions follow work done in the classroom and laboratory. Three class periods and one two-hour laboratory period per week.

### **101. Descriptive Astronomy.**

The solar system. This course deals with the fundamental facts concerning the solar system and its members and includes discussions of the methods and principles involved.

**Four hours credit.**

**First Semester.**

### **102. Descriptive Astronomy.**

The sidereal system. This course deals with the leading facts concerning the stars and nebulae, and includes discussions of the methods and principles involved. The application of elementary astronomical principles is emphasized.

**Four hours credit.**

**Second Semester.**

## **BIOLOGY**

### **19. Community Biology.**

This course includes such topics as the following: cause and control of communicable diseases, health organizations, disinfectants, nutrition and personal hygiene. This course is designed as a practical rather than theoretical approach to biology.

**Two hours credit.**

**Either Semester.**

### **101. Zoology.**

Principles of Animal Biology. The course aims to build up in the minds of students the fundamental conceptions underlying all life phenomena. The structure, classification, physiology environmental relations, and the origin and development of animals are studied. Illustrations and application of the scientific method are made. The course is basic training for certain special fields as pre-medicine, pre-dentistry pre-nursing, pre-forestry and physical education. Should be preceded by high school biology. Two hours of lecture and recitations and six hours of laboratory work per week.

**Four hours credit.**

**First Semester.**

### **102. Botany.**

This course should be preceded by Biology 101 or satisfactory work in high school biology. Elements of Botany. The course deals with the structure and physiology of seed plants; but all groups of plants are studied in their place in the evolution of the plant kingdom. Special emphasis is placed on the study of bacteria in their relation to health and industries and to the economic importance of other plants. Should be preceded by high school biology. Two hours of lectures and recitations, and six hours of laboratory work per week.

**Four hours credit.**

**Second Semester.**

## **BUSINESS**

### **11. Business Organization.**

The organization of business enterprises, forms of organization. The consideration of questions concerning promotion, procedure and personnel, and of marketing.

**Three hours credit.**

**Second Semester.**

## **12. Shorthand 1.**

The Gregg Simplified Functional Method texts will be used. The first half of the semester covers the fundamentals of shorthand, builds a high reading speed, and dictation skill from practiced material. The second half of the semester is devoted entirely to building a vocabulary over a wide range of businesses and to gaining dictation skill through previewed dictation of new material which is keyed to the vocabulary of the home assignments. All transcription is in longhand.

**Four hours credit.**

**First Semester.**

## **13. Dictation and Transcription.**

Prerequisites: Business 12 and Business 14.

One hour a day is spent in dictation and one hour a day is spent in transcription at the typewriter. The dictation period will be spent in taking sufficient previewed dictation to utilize the hour of transcription, speed practice for building a higher dictation speed, remedial practice to correct errors in written English in transcription, and proofreading and evaluation practice. The transcription period will be devoted to transcribing the day's dictation and to developing efficient transcription techniques. Home assignments will aim to build a broad vocabulary and to further develop shorthand skill.

Goals will be minimum transcribing speeds of 20 words a minute on material dictated at a minimum of 100 words a minute.

NOTE: Students with one or more years of shorthand prior to entry to Junior College should start with this course, unless a placement test shows that they have all the proficiency specified above.

**Four hours credit.**

**Second Semester.**

## **14. Typewriting 1.**

Designed to meet the needs of those who wish typewriting skill for personal use at home or in college personal use, for use in their professional life, and for use vocationally in offices. A minimum cruising speed of 25 words per minute on all types of manuscript, rough draft, letter, and tabulated material should be attained. Considerable practice is given on letters and tables. Demonstration of ability to compose rough draft material, edit the copy and type final manuscript with title page, footnote references, and bibliography will be required by the typing of a paper on some phase of typewriting. A minimum facility in straight copy typing is acquired in the first three weeks. The emphasis in the course is in learning HOW TO USE THE MACHINE EFFICIENTLY AS A TOOL, in both personal and professional life.

**Two hours credit.**

**Each Semester.**

## **15. Typewriting 2.**

Prerequisite: Credit in Typewriting 14 or its equivalent as evidenced by a placement test.

Definite vocational training for the general business, accounting and secretarial student is the aim of this course. Emphasis is placed on careful planning of work, on methods of handling materials, and machine to get high production, and on proof-reading and evaluating work. The following units of work are covered:

1. Letter production.
2. Tabulated materials.
3. Project involving typing of letters, envelopes, file cards, checks, drafts, notes, labels, payrolls, minutes, legal documents, specifications.
4. Rough draft and statistical typing.
5. How to use duplicating machines.
6. How to use transcribing, dictating, and shaving machines.
7. Drills to increase manipulative skill at the machine and at the same time improve handling of English fundamentals.

**Two hours credit.**

**Each Semester.**

## **51. Business Law.**

A study of contracts, including with their general laws, their formation and interpretation and their discharge with remedies. The nature and formation of agreement, the duties and liabilities arising out of agency.

**Three hours credit.**

## **52. Business Law.**

Prerequisite: Business 51.

Bailments and the law of sales of personal property; the laws of negotiable instruments; the laws relating to business units, including partnerships and corporations.

**Three hours credit.**

## **53. Marketing.**

The general field of marketing and distribution of products, marketing functions, methods of middlemen, marketing analysis, the determination of market prices, recent developments in marketing, and forces underlying marketing of the various types of commodities.

Prerequisite: Economics 11 and 12, or the consent of the chairman of the department.

**Three hours credit.**

## **54. Advertising.**

A study of the fundamental problems and principles of advertising, including types of advertising, copy production media, machinery of advertising and the evaluation of advertising media.

**Three hours credit.**

## **55. Salesmanship.**

In this course emphasis is given to sales methods and their management. Installment selling, agencies, mail order selling, chain stores, advertising practices, and the psychology of advertising are major topics, illustrative of the subject matter in this course.

**Three hours credit.**

**Second Semester.**

## **56. Business Statistics.**

Particular emphasis is placed on the way in which the different statistical techniques are employed in business. Problems based on real situations are studied.

**Three hours credit.**

**Second Semester.**

## **57. Machine Calculation.**

The objective of this course is to give the student a working knowledge of the fundamental principles involved in the operation of the following types of office machines: key-driven calculators, crank-driven calculators, full-keyboard adding listing machines, the mimeograph, and the fluid duplicator.

**Two hours credit.**

**Each Semester.**

## **59. Records Management and Filing.**

This course will emphasize the importance of filing as a basic tool of management. Such factors as the equipment and supplies needed, the issuing and controlling of the records, transfer and disposal of records will be considered. The student will be given a practical working knowledge of the various systems of filing, indexing, and coding.

**One hour credit.**

**Each Semester.**

## **60. Dictation and Transcription.**

Prerequisite: Business 13 and English 16.

A continuation of Business 13. Emphasis in this advanced course will be on the development of further shorthand skill to handle more difficult vocabulary, to increase both the speed of dictation and the length of the dictation period, to increase the transcription period, and to increase the percentage of mailable transcripts. Dictation will cover a wide range of vocabularies and congressional record material. Industrious students will find themselves qualified to handle almost any dictation situation.

**Three hours credit.**

**Second Semester.**

## **61. Business Practice.**

Prerequisite: Business 15 (or equivalent) and English 16 or 17

Business practice is recommended for all business students as a finishing course and for coordinating the specialized skills and knowledges acquired in the accounting, general business, and secretarial curricula. The laboratory exercises cover the work done in the mailing,

stenographic, central filing, duplication, statistical, purchasing, sales, accounting and executive departments of a typical business office. These presuppose a knowledge of the skills involved in our typewriting and the first course in business communications. Lecture and discussion sessions will cover such topics as flow of work in a department, salary and promotional opportunities, training and skills needed for specific jobs, desirable personality traits and attitudes, telephone techniques, and the job-finding and job-holding campaign.

**Three hours credit.**

**Second Semester.**

## **CHEMISTRY**

### **1. Introductory Inorganic Chemistry.**

Prerequisites: One unit of high school algebra or Mathematics 2.

This course is designed to give those who do not have a high school credit in chemistry and understanding of the fundamental laws, principles, and theories of general chemistry and a scientific vocabulary that will permit them to take either Chemistry 105 or 101 and 102.

Five hours per week of recitation and quiz. No laboratory is required.

**Four hours credit.**

**Each Semester.**

### **101. General and Inorganic Chemistry.**

Prerequisites: High School chemistry or Chemistry 1 or its equivalent; one unit of high school algebra or Mathematics 2.

For students in chemical engineering, agriculture, nursing, predentistry pre-medicine, medical technology pre-veterinary pre-forestry home economics, etc.

A course on the fundamental principles of chemistry which include laws of chemical combination, states of matter, atomic and molecular structure, the physical and chemical properties of metals and non-metals, such as oxygen, hydrogen, and chlorine and their most common compounds. Those electing Chemistry 101 should continue with Chemistry 102 to complete a full unit, which is necessary for advanced work.

Four hours per week, recitation and quiz periods. Four hours per week, Laboratory work.

**Four hours credit.**

**Each Semester.**

### **102. General and Inorganic Chemistry.**

A continuation of Chemistry 101. Prerequisite either Chemistry 101 or 105. A study of the metalurgy of the common metals, their separation and properties, carbon and its similar compounds, the Periodic Table and Law are covered.

Four hours per week of recitation and quiz. Four hours of laboratory

**Four hours credit.**

**Each Semester.**

### **103. General and Inorganic Chemistry.**

Prerequisite: One year of high school algebra or its equivalent.

A course covering the general principles of chemistry for students who have not studied chemistry in high school. Students completing 101a (103?) are expected to elect course 101b (104?) or course 102 the following semester.

Four hours of lecture and recitations and four hours of laboratory work per week.

**Four hours credit.**

### **104. General and Inorganic Chemistry.**

Prerequisite: Chemistry 103.

A continuation of course 103. Four hours of lecture and recitations and four hours of laboratory work per week.

**Four hours credit.**

### **105. General Inorganic Chemistry**

Prerequisites: High school chemistry or Chemistry 1; one unit of high school algebra or mathematic 2.

This course is required of all first year students taking engineering. Those entering without high school chemistry should elect Chemistry 1. The fundamental principles of chemistry are developed to illustrate the scientific method. The descriptive chemistry of



some of the non-metallic elements and of the more important metallic elements is studied. Special emphasis is placed on facts of importance to engineers. Four discussion recitations and two three-hour laboratory periods each week.

**Five hours credit. Each Semester.**

#### **106. Chemistry of Engineering Materials.**

A study of the manufacture and properties of the ferrous and non-ferrous alloys, cements, clay products, protective coatings, fuels and water softening. Four lectures or recitations per week. One or two trips to local plants.

**Three hours credit. Second Semester.**

#### **221. Qualitative Analysis.**

Prerequisites: Chemistry 102 or 105.

A course designed to give the student an explanation of laboratory procedure in terms of the principles of general chemistry. Laboratory procedure involves the identification of five groups of common metals through appropriate unknowns, also the identification of the common acid groups. Two discussion recitations and two four-hour laboratory periods per week.

**Four hours credit. First Semester.**

#### **222. Organic Chemistry.**

Prerequisite: Chemistry 102 or 105.

A first course in the basic principles of organic chemistry which aims to give the student a knowledge of the carbon compounds of both the aliphatic and aromatic series. It will answer requirements of students preparing for medicine, dentistry, pharmacy, agriculture, home economics, biology and other related sciences. Four lectures or recitations per week.

**Four hours credit. Second Semester.**

#### **224. Organic Chemistry Laboratory.**

Prerequisite: Chemistry 222.

The student prepares a number of typical organic compounds and determines their physical constants. Seven hours laboratory and one hour of quiz per week.

**Two hours credit. Second Semester.**

### **CONTINUING EDUCATION**

Typical of the flexible community-centered continuing education activities are the following current lectures, classes, and projects:

#### **Art**

Ceramics  
Painting and Sketching

#### **Business Courses**

Typing I and II  
Writing and Business Letter  
Bookkeeping and Business Accounts

#### **General Education and Lecture Series**

Bay City Friendship Club  
Living Creatively in the Later Years  
Flower Arrangement with Table Setting  
Planning and Financing Your Home  
Adult Mental Hygiene  
Travel in America  
Heritage of Freedom  
National Audubon Screen Tours  
Areas of Russian-American Conflict  
Driver Training for Adults  
Leadership Training



## **Home, Family and Community**

Teen-Age Guidance and Parents  
How to Discipline Your Child  
Advanced Dressmaking and Tailoring  
Beginning Dressmaking  
Slip Covering and Drapes  
Making Porch and Lawn Furniture

## **Music**

Bay City Chorus  
Mother-Singer Group (Co. P.T.A. Council)  
Music Appreciation

## **Shop and Industrial**

Arc and Gas Welding  
Engine Diagnosis and the Use of Scientific Test Equipment  
Machine Shop Practice  
Time and Motion Study  
Architectural Drawing, Home Planning and Blue Print Reading  
Woodshop, Woodturning, and Pattern Making

## **Recreational-Avocational**

Swimming for Women  
Recreation Institute for Community Recreation Leaders  
Playground Supervision  
Hunter's Nights  
Fisherman's Nights

## **COOPERATIVE VOCATIONAL TRAINING**

These courses are open to students who have marketable skills that are directly related to their college curriculum. The counseling is individualized, by a coordinator, to meet the needs of the particular job. The amount of credit will depend on the number of hours the student is employed per week and the nature of the work. The courses are planned to meet the needs of the vocational programs. The transfer value of the credit for cooperative vocational training will depend entirely on the policies of the senior colleges.

### **21 and 22. Cooperative Office Training.**

The work will be classified as Accounting, General Office, or Secretarial.  
Three hours credit for four hours daily work experience.

### **23 and 24. Cooperative Industrial Training.**

The work will be classified as Architecture, Drafting, etc.  
Three hours credit for four hours daily work experience.

## **DRAWING**

### **101. Mechanical and Machine Drawing.**

The principles of orthographic projection, practice in making of working drawings, correct drafting-room practice in conventional representation, the use of instruments, practice in freehand and mechanical lettering, reading and checking of drawings, instruction on blue and brown printing, practice in tracing, original drawing on vellum. Three two-hour periods per week with approximately three hours home work.

**Three hours credit.**

**Each Semester.**

### **102. Descriptive Geometry.**

Prerequisites: Drawing 101 and Mathematics 19 or its equivalent.

Lectures and individual class room instruction. Emphasis is placed on the ability to visualize problems and the processes of solution. This course includes problems comprising combinations of the point, line and plane, intersections, developments, warped surfaces, and tangent planes. Three two-hour periods per week with approximately three hours home study

**Three hours credit.**

**Second Semester.**

**103. Lettering.**

Prerequisite none.

A study of the history styles, and methods of lettering; basic forms, medium and tools, techniques, and designs; daily plates and a term plate.

**Two hours credit.**

**Either Semester.**

**51. Industrial Drawing.**

Prerequisite: Drawing 102.

A course inspired by the need for a practical introduction to Engineering, Drafting and Shop Practice. Time will be spent on shop sketching, typical plant lay-outs, piping drawing, pattern drawing, machine design, and elementary sheet metal layouts, etc. Emphasis will be on developing clear shop drawings from shop sketches and notes. Practical application of pictorial representation and orthographic projection will be the keynote.

**Three hours credit.**

**Each Semester.**

**52. Industrial Drawing.**

Prerequisite: Drawing 51.

A continuation of course 51 with the objective of dealing with actual industrial plant problems. This work will give the student advance practice in the following: jigs and fixtures; tools and dies; gears, cams and mechanisms; sheet metal drawing and development; product design. Field trips will be arranged during the semester.

**Three hours credit.**

**Each Semester.**

**201. Mechanism and Engineering Drawing.**

Prerequisite: Drawing 102.

Sketching from models in orthographic, isometric, and oblique projection. Practice in the making of working drawings from sketches. Analysis of machines, tracing transmission of motion and power, and devising of combinations to accomplish specific purposes. Two two-hour periods per week with approximately the same amount of home work.

**Two hours credit.**

**Each Semester.**

**ECONOMICS**

**11. Elementary Economics.**

A course designed to acquaint the student in a general way with the principles of economics.

**Three hours credit.**

**First Semester.**

**12. Elementary Economics.**

Prerequisite: Course 1.

This is a continuation of Course 11. It deals more with applied modern problems in economics.

**Three hours credit.**

**Second Semester.**

**13. Economic History.**

The concepts of economic history and the principal features of European economic history. The economy of the medieval manor, the rise of towns, the routes and goods of trade in the Middle Ages, and the economic development of the principal industrial countries of Europe.

**Three hours credit.**

**First Semester.**

**14. Economic History.**

A study of the industrial development of the United States, from colonial times to the present. Such forces and factors as the westward movement, the industrial and agricultural revolution, the tariff, public finances, the trust problems and the labor movement will be discussed.

**Three hours credit.**

**Second Semester.**

**201. Principles of Economics.**

An examination of the fundamental principles of economics. Open only to sophomores.

**Three hours credit.**

**First Semester.**

## **202. Principles of Economics.**

Perequisite: Course 201.

Continuation of Course 201. Courses 201 and 202 are designed especially as introductory courses for students intending to specialize in economics.

**Three hours credit.**

**Second Semester.**

## **203. General Economics.**

Opening with a brief description of present day industrial organization, the course will consider the fundamental economic principles of production, exchange, and distribution.

**Three hours credit.**

**First Semester.**

## **204. General Economics.**

Perequisite: Course 203.

This course will examine the application of the principles studied during the first semester to current problems arising out of the public relationship in industry problems of labor, money and banking, public utilities, trusts, and taxation.

**Three hours credit.**

**Second Semester.**

Courses 203 and 204 are designed to meet the needs of students, particularly in the professional departments, whose work lies entirely outside the field of economics, but who desire a general course in economic principles and problems. No student may receive credit for Principles of Economics (201 and 202) and for General Economics (203).

## **51. Labor Economics.**

Perequisite: Economics 11 and 12, or consent of the chairman of the department.

A study of the human factor in industry. Problems of wages, hours, unemployment, working conditions, and personnel are considered.

**Three hours credit.**

## **52. Corporate Finance.**

Perequisite: Economics 11 and 12, or the consent of the chairman of the department.

An introduction to the principles of the financial policy of corporations. This course treats the problem of promotion of the corporate enterprise, types of corporate securities, the administration of corporate science, failure and reorganization, investment of corporate funds. Emphasis upon the problems of the smaller business unit.

**Three hours credit.**

**First Semester.**

## **53. Public Finance and Taxation.**

Perequisite: Economics 11 and 12, or consent of the chairman of the department.

A study of the principles of public expenditures, revenues, public credit, and final administration. The development of taxation and tax systems.

**Three hours credit.**

**Second Semester.**

## **EDUCATION**

### **85. Principles of Teaching.**

The primary purpose of this course is an examination of the aims toward which teaching should be directed, a discussion of the conditions essential to successful teaching and learning, and analysis of the various types of learning activity with their significance in determining what teaching should accomplish, and an evaluation of the various procedures and practices by which the basic principles of teaching may be applied and a sound technique of teaching developed. Active participation by the student in first hand analysis of teaching problems and critical evaluation of teaching procedure is emphasized. The technique of teaching common school branches is a definite objective of this course. Required of sophomores in the County Normal and State Limited curricula.

**Three hours credit.**

**Second Semester.**

### **87. Directed Practice Teaching.**

This is a laboratory course requiring two hours a day, five days a week of teaching

in connection with class meetings, conferences, and assigned readings. Students are assigned definite problems in teaching which are worked out in actual experience in the training school under supervision.

**Four hours credit.**

**Second Semester.**

### **81. Methods of Teaching.**

A course in the study of methods in teaching as applied to rural schools; brief consideration of the principles involved in teaching and learning; application of these in selection of subject matter and activities; emphasis upon technique of teaching reading, writing, spelling, and language activities. Observation of the work of the kindergarten and first six grades in the training school is a part of this course.

**Three hours credit.**

**First Semester.**

### **89. Methods of Teaching.**

This course is a continuation of Course 81 with emphasis placed upon the teaching of arithmetic, elementary science, and social studies, including geography, history, and literature.

**Three hours credit.**

**Second Semester.**

### **83. Rural School Management.**

This course is designed for students preparing to teach in the rural schools. A study of the principles basic to the effective organization and management of classes in a rural school. Discussion centers upon problems involved in socialization procedures, classroom routine, tests and measurements, records and reports, case studies of behavior problems, individual differences and class adjustments, relations with parents and community. The Michigan Instructional Guide is given special attention.

**Three hours credit.**

**First Semester.**

## **ENGLISH**

### **5. Refresher English.**

These courses are for students who have done little theme writing, or who show a need for a review of English fundamentals. The structure of the sentence, paragraph and theme is studied in order to develop the ability to write clearly and correctly. Special effort is made to improve reading speed and comprehension. Particular attention is paid to the needs of individual students.

**Three hours credit.**

**First and Second Semesters.**

### **6. Refresher English.**

A continuation of English 5.

**Three hours credit.**

**First and Second Semesters.**

### **15. Use of Books and Libraries.**

This course deals with the technique of using library tools. Included in this study are the use of the card catalog, arrangement and classification of libraries, desk routine, and the use of general reference books. Book selection and bibliographies are also stressed. Actual problems in these fields make up the semester's work. Transfer credit is given for this course at Michigan State College and the teachers' colleges of Michigan.

**Three hours credit.**

**Each Semester.**

### **16. Business Communication.**

This course is designed to provide much practice in the composition of basic business letters, such as letters of inquiry, order letters, letters of acknowledgment and application. The formats used in business letters of today will be studied. All assignments must be type-written. Remedial work in English fundamentals will be given to those who need it.

**Three hours credit.**



## **17 Advanced Business Communication.**

This is an advanced course in the writing of those letters, reports, bulletins, and other communications which require the writer to collect information, consider the psychological effects of his writing, sell his ideas, and express himself in an individual style. A study will be made of market analysis, sales analysis, and the writing of advertising copy. All assignments must be typewritten. Course 16 is prerequisite.

**Three hours credit.**

### **101. Composition and Literature Freshmen Course.**

Three hours of class work emphasizing an intensive study of expository essays. Weekly expository outlines and themes, both impromptu and prepared.

**Three hours credit.**

**Each Semester.**

### **102. Composition and Literature Freshmen Course.**

Continuation of course 101. Study of essays, fiction, poetry and drama. Weekly expository outlines both impromptu and prepared, with emphasis on longer themes.

**Three hours credit.**

**Each Semester.**

### **221. Sophomore Course in Advanced Expository Writing.**

A study of types of exposition with practice in writing each type. Weekly themes accompanied by detailed sentence outlines. Reading and discussion of essays selected from the works of recognized authors. The course is planned for those students who enjoy writing and for those who want training in clear exposition. Open to students who have completed courses 101 and 102 satisfactorily. Course 221 may be elected without course 222. Recommended for students in any curriculum. May be taken concurrently with course 223 or 224.

**Three hours credit.**

**First Semester.**

### **222. Sophomore Course in Creative Writing.**

A study of descriptive and narrative writing. Analysis of selected fiction. Weekly written work. The aim of the course is to develop appreciation for imaginative prose. The course is designed for students who want practice in narrative writing. It may be elected without course 221 and may be taken concurrently with course 223 or 224. Open to students who have completed courses 101 and 102 satisfactorily.

**Three hours credit.**

**Second Semester.**

### **223. Introduction to English Literature. (University of Michigan English 31.)**

The object of this course is to help the student read poetry and prose fiction with understanding and appreciation. The reading includes one novel for class diversion, two supplementary novels, and a number of British and American poems of various types and periods.

**Three hours credit.**

**First and Second Semester.**

### **224. An Introduction to Drama. (University of Michigan, English 32)**

Prerequisites: Freshman English and English 23, except by special permission.

A critical study of six of Shakespeare's principal plays (four tragedies and two comedies), and one Greek play. Collateral readings include other Shakespearean plays. Short written discussions relating to dramatic technique and subjects. This course is the normal continuation of English 23.

**Three hours credit.**

**Second Semester.**

## **FRENCH**

### **101. Elementary French.**

Basic grammatical construction, fundamentals of pronunciation, easy reading, daily oral-aural practice, very little composition.

**Four hours credit.**

**First Semester.**



**102. Elementary French continued.**

Prerequisite: Course 101 or one year of French in high school.

Oral-aural practice continued; grammar principles, accompanied by exercises and easy composition; reading continued, with some outside reading.

**Four hours credit.**

**Second Semester.**

**201. Second Year French.**

Prerequisite: Course 102 or two years of French in high school.

Review and application of essential principles of French grammar by means of oral and written exercises and composition, pronunciation through oral and aural practice and conversation, reading of modern French prose, with outside reading to develop the ability to read rapidly at sight. The course will be conducted in French as far as possible.

**Four hours credit.**

**First Semester.**

**202. Second Year French continued.**

Prerequisite: Course 201 or three years of French in high school.

This course is a continuation of Course 201 with somewhat more emphasis on conversation.

**Four hours credit.**

**Second Semester.**

**203. Intermediate French.**

Prerequisite: Course 202 or the equivalent (four years of French in high school).

Reading of selected novels, plays, and poems of representative French authors and their interpretation which will serve as a basis for more advanced courses in French literature. The course includes grammatical explanations and exercises necessary to improve the students ability to use French.

**Three hours credit.**

**First Semester.**

**204. Intermediate French continued.**

Prerequisite: Course 202 or four years of French in high school.

Eighteenth and nineteenth century French Readings. This course is a normal continuation of Course 203 and should be elected in this sequence except by permission of the instructor.

**Three hours credit.**

**Second Semester.**

**205. Introduction to French Conversation.**

Prerequisite: French 202 or equivalent.

Improvement of pronunciation through a study of the basic elements of phonetics with exercises to improve accuracy of sounds and intonation; the acquisition of an active vocabulary based on everyday life through exercises in simple conversation.

**Two hours credit.**

**First Semester.**

**206. Introduction to French Conversation continued.**

Prerequisite: Courses 205.

This course is a continuation of Course 205 with emphasis on greater fluency.

**Two hours credit.**

**First Semester.**

NOTE: Senior colleges usually do not allow transfer credit for a course numbered 101 until the succeeding course (102) has been completed; credit is allowed on a one semester basis for courses numbered above 102. Courses in language may be elected in the freshman year by students who meet the prerequisites listed.

**GEOGRAPHY**

**101. Introductory Geography.**

Geographic concepts are introduced to the student. The major part of the course is devoted to a study of climatic elements. Weather, soil, and other planetary phenomena will be discussed. A recognition of the climatic regions of the world complete the study

**Four hours credit.**

**First Semester.**

## **102. Regional Geography of the World.**

Prerequisite 101 or special permission.

The major physical regions of the world are studied, and their natural settings emphasized. The human activities expressing the cultural pattern peculiar to each region are given adequate attention. The course is designed to give the student a clear concept of each region as a home of man.

**Four hours credit.**

**Second Semester.**

## **103. Economic Geography.**

The course opens with a short survey of the geographic reasons for the regional specialization in commodities and the localization of industries. The study of the regional competition for markets, of transportation, and of port conditions is included in the course. This course is recommended for students interested in business, commerce, and secretarial work, and for those planning to teach commercial subjects.

**Four hours credit.**

**First Semester.**

## **201. Geography of North America.**

Regional contrasts as established by natural environment are stressed. Having established the concept of the regions the study proceeds with the economic interdependence of the regions, distribution of population, and the stages and types of industrial development. Regional scenery which promotes the tourist industry and therefore creates a better understanding among contrasting regions is considered.

**Three hours credit.**

**Offered on request.**

## **202. Geography of Asia.**

An introduction includes a general concept of the geographic landscape of the continent and adjacent lands. Regional areas in countries outstanding in world affairs are given careful consideration, and the activities of the people in relation to the natural setting are included in the study. Problems of development facing various countries are discussed.

**Three hours**

**Offered on request.**

## **GEOLOGY**

### **101. Physical Geology.**

The earth's features, treated with special reference to their origin and significance; agencies effecting changes in geographic features; physiographic changes in progress; the effect of man's physical environment upon his distribution, his habits, and his occupations. The course includes an introductory study of common rocks and rock-forming minerals, an interpretation of topographic maps, and the fundamental principles of the general circulation of the atmosphere. Three classroom periods, and one two-hour laboratory period per week with occasional field trips.

**Four hours credit.**

**First Semester.**

### **102. Historical Geology.**

A study of the fundamental problems involved in dynamical, structural, and historical geology. The history of the earth is studied from its origin to the present. Successive stages are followed in the development of North America as a typical continent; the formation of mountains, plains, and the evolution of the life of the land and seas. The course includes the determination of common rocks and minerals, and the interpretation of geologic maps. These classroom periods and one two-hour laboratory period per week, supplemented by field work.

**Four hours credit.**

**Second Semester.**

## **GERMAN**

### **101. Elementary German.**

The primary object is to develop the ability to read standard German. There is, however, constant emphasis upon the oral-aural aspects of the language by means of oral reading, group singing, aural comprehension, recordings, and the use of phrases and idioms frequent in conversation.

**Four hours credit.**

**First Semester.**

**102. Elementary German.**

Prerequisite: Course 101 or one year of high school German.  
Continuation of Course 101.

**Four hours credit. Second Semester.**

**201. Second Year German.**

Prerequisite: Course 102 or two years of high school German.

German prose. Selected readings from representative modern authors. Organic grammar reviews, oral practice, and reading at sight.

**Four hours credit. First Semester.**

**202. Second Year German.**

Prerequisite: Course 201 or three years of high school German.

Continuation of Course 201. Readings selected from modern prose writers and the classic poets.

**Four hours credit. Second Semester.**

NOTE: See note under French concerning transfer credit.

**HISTORY**

**101. Prehistoric Times and European Civilization.**

Deals with prehistoric man, ancient states around the Mediterranean Sea and in the Near East, Germanic migrations, the papacy and the monks, the Franks, feudalism, Norman Conquest, Saracens, crusades, Holy Roman Empire, early national monarchies, Italian city-states, Renaissance, and the Commercial Revolution.

**Four hours credit. First Semester.**

**102. European Civilization from 1500 to the present time.**

Continuation of Course 101.

Considers the Reformation and the Wars of Religion, the Counter-Reformation, the states of Europe at the time of the reigns of Charles V Philip II, and Louis XIV the Economic Revolution, the rise of Russia and of Prussia, Overseas Expansion, the French Revolution, Napoleon, the development of nationalism and of liberalism, the new industrialism and imperialism, the two World Wars and the intervening period, and the Post-War World.

**Four hours credit. Second Semester.**

**105. History of Michigan.**

Considers prehistoric man in Michigan, New France, the Jesuits, the Iroquois and the Hurons, early French explorers, founding of Detroit, arrival of the English in Michigan, Pontiac's Conspiracy Michigan connections with the Revolutionary War and the War of 1812, Northwest Ordinance of 1787 Michigan as a territory, and Michigan as a state, with special emphasis on political, economic, social, and educational developments.

**Two hours credit. Second Semester.**

**201. Political and Constitutional History of the United States to 1865.**

Particular attention is given to the colonial period, the divergent English and American political theories, to the causes, chief events, and results of the French and Indian, Revolutionary, Mexican, and Civil wars and of the War of 1812, to diplomatic entanglements with Europe, to the Articles of Confederation, Constitutional Convention of 1787 Federalist organization of the new government, Jeffersonian democracy, important Supreme Court decisions, westward movement, the rise of the political power of the west, and to slavery and abolition.

**Three hours credit. First Semester.**

**202. Political and Constitutional History of the United States from 1865 to the Present.**

Continuation of Course 201.

Considers Radical Reconstruction, the Grant Regime, the Panic of 1873, the Far Western Frontier, the Hayes Administration, the period from Garfield to Harrison, the Populist Revolt, the Spanish-American War, the American Empire, Theodore Roosevelt, Taft, and Wilson, the First World War, the Search for Normalcy, the Depression of 1929, Hoover, Franklin D. Roosevelt, the New Deal, the Second World War and aftermath.

**Three hours credit. Second Semester.**

## HOME ECONOMICS

### 46. Meal Planning and Preparation.

No pre-requisites.

Three hours credit.

First Semester.

### 47. Advanced Meal Planning and Preparation.

Prerequisite: Course 46.

Three hours credit.

Second Semester.

### 48. Art of Being Attractive.

The making, selection and care of clothing.

Suitability of clothing and accessories to the individual, the occasion, and the income.

Three hours credit.

Either Semester.

## JOURNALISM

### 201. Journalism.

A course designed primarily for those students who plan to enter the publication field. It seeks to provide them with a cultural background and an understanding of the social and economic significance of this field. In addition, it affords technical training and practice in journalistic occupations. Required during the sophomore year.

The course is also open to other students who have had some work on high school papers and wish to continue this training and participate in producing the college bi-weekly paper, "The Crucible" and the year book of the same name.

Three hours credit

Meets 3 times per week plus "on the beat" assignments.

### 202. Journalism.

This course may be elected as a continuation of Course 201 or independently as a pre-requisite to concentration in Journalism.

Three hour credit.

Meets 3 times per week plus "on the beat" assignments.

### Journalism 14 or 15.

This course is open to all students who enjoy journalistic expression and are interested in instruction and practice in student publications.. Reporters in this group help to cover news from the various departments, organizations and social events for the school paper and year book. The class meets one hour with Journalism 201 or 202 and at least one hour on assignments.

One hour credit.

## LATIN

### 201. Latin Literature in English.

No knowledge of the Latin language is required. The course acquaints the student, through the medium of English translations, with Latin literary masterpieces which have exerted influence upon the thought and literary forms of subsequent centuries. Assigned readings and lectures. Not open to freshmen excepting by special permission of the department.

Two hours credit.

Second Semester.

### 103. Latin Refresher and Reading.

A thorough review of Latin fundamentals for approximately half the semester. The course is designed for students who have had at least two years of high school Latin or one year of college Latin, but who have not been studying Latin for a year or more and desire a review before continuing Latin. Latin is especially desirable for those who wish to improve command over English vocabulary and sentence structure, to broaden cultural background, or to prepare for the several professions whose specific vocabularies are largely of Latin origin.

Four hours credit.

First Semester.

### 104. Intermediate Latin Reading.

Continuation of Course 103. The major part of the reading material will be selected from Vergil or Cicero, although other material may be used if the needs and interests of the class



so indicate. Interpretive lectures and discussions.

**Four hours credit.**

**Second Semester.**

NOTE: See note under French concerning transfer credit.

## **MATHEMATICS**

Most colleges and universities admit students who have had no preparation in high school mathematics, provided they present a sufficient number of academic units in other fields of study. Elementary algebra and plane geometry are, however, essential for some college courses particularly chemistry physics, and advanced mathematics. They are also prerequisite in the following degree programs: agriculture, business administration, dentistry, engineering, forestry and conservation, home economics, medical technology medicine, nursing, pharmacy police administration, public administration, and veterinary medicine.

Although deficiencies in mathematics may be removed in Junior College, time spent in doing this may interfere with regular progress in other subjects in the curriculum.

### **1. Socialized Mathematics.**

The fundamentals of arithmetic and such topics as are needed for everyday living; geometry for everyday use; and algebra with emphasis on the formula and equation.

This course is intended for those who feel inadequately prepared in mathematics, and its purpose is to give students confidence in their ability to solve everyday problems. This course is open to students on the one-year and two-year curricula. It does not count toward a major or minor in mathematics.

**Two hours credit.**

### **2. Elementary Algebra.**

A beginning algebra course covering the same material as the first year of algebra in high school.

**Four hours credit on the one year and two year curricula.**

### **3. Plane Geometry.**

This course covers the same material as a year of plane geometry in high school.

**Four hours on the one year and two year curricula.**

### **\*8. Machine Shop Mathematics.**

This course deals with mathematics which the machine shop student or apprentice must know to meet successfully the requirements of his trade. It deals with all types of problems selected from the analysis of the trade and from the experiences of apprentices and workers.

### **\*9. Plumbing, Heating and Air Conditioning.**

This course deals with measurements, fittings, weights, sizes, area and volume of pipes; heating and ventilation problems; air conditioning and ventilation; temperature and humidity; problems of estimating costs as well as problems of other types.

\*NOTE:—These courses are offered in evening classes.

### **10. Slide Rule.**

A course in the fundamentals of the operation of the slide rule.

**One hour credit.**

**Each Semester.**

### **11. Business Computation.**

Combinations, special cases and short method used in combinations, rapid calculation, different method of proof in checking results, reciprocals, fractions and mixed numbers, decimals, mensuration, percentage, interest, discount, logarithms, square root, loans, use of tables.

**Three hours credit.**

**First Semester.**

### **18. Intermediate Algebra.**

Prerequisites: Courses 2 and 3 or their equivalents in high school mathematics.

Fundamental processes, factoring, fractions, linear equations, quadratics, graphs, exponents, radicals, variation, and proportion, and logarithms.

**Two hours credit.**

**Each Semester.**



### **19. Solid Euclidean Geometry.**

Prerequisites: Courses 2 and 3 or their equivalent in high school mathematics.  
Formulas, basic constructions and propositions, original exercises, mensuration.

**Two hours credit.**

### **102. Trigonometry.**

Prerequisites: Courses 2, 3 and 18 or their equivalent in high school mathematics.

Radian measure, co-ordinate systems, trigonometric ratios, identities and equations, inverse functions, graphs, logarithms, reduction and addition formulas, laws of sines, cosines, and tangents; solution of triangles and area formulas.

**Two hours credit.**

**Each Semester.**

### **103. College Algebra.**

Prerequisites: Courses 2, 3 and 18 or their equivalent in high school mathematics.

This course is offered for students who are taking business administration, hotel management, or any other course not requiring analytic geometry.

Exponents and radicals, quadratics, inequalities, mathematical induction, binomial formula, progressions, theory of equations, Descartes' rule, Horner's method of finding roots and determinants.

**Two hours credit.**

**Each Semester.**

### **105. College Algebra and Plane Analytic Geometry.**

Prerequisites: Courses 2, 3 and 18 and 102.

Review of exponents, radicals, quadratic equations, complex numbers, theory of equations, Horner's method for finding irrational roots, determinants, cartesian coordinates, loci, symmetry, lines, circles and conic sections.

**Four hours credit.**

**First Semester.**

### **106. Plane and Solid Analytic Geometry.**

Prerequisites: Courses 105 and 19.

Coordinate transformations; properties of conics involving tangents, diameters, asymptotes; parametric equations; tracing of algebraic curves; polar coordinates; space coordinates; plane; straight line; quadric surfaces; space curves; introduction to the calculus; functions; limits; continuity; derivative; slope; rate of change; differentiation of algebraic functions and applications of the derivative.

**Four hours credit.**

**Second Semester.**

### **107. Trigonometry, College Algebra, and Plane Analytic Geometry.**

Prerequisite: Courses 2, 3 and 18 or their equivalent in high school mathematics.

Topics the same as in course 102 and course 105 to the circle.

**Five hours credit.**

**First Semester.**

### **108. Plane and Solid Analytic Geometry.**

Prerequisite: Courses 107 and 19.

**Five hours credit.**

**Second Semester.**

Continuation of course 107. Circles, conic sections, and all topics as in course 106.

**Five hours credit.**

**Second Semester.**

### **201. Calculus.**

Prerequisites: Courses 105 and 106, or 107 and 108.

Applications of the theory of maxima and minima; the differential; rectilinear and curvilinear motion; discontinuities; differentiation of algebraic, trigonometric, exponential, logarithmic and hyperbolic functions; curvature; indeterminate forms; curve tracing; and integration.

**Four hours credit.**

**First Semester.**

## **202. Calculus 2.**

Prerequisites: Course 201.

Definite integral; applications of integration; centroids; moments of inertia; fluid pressure; infinite series; Maclaurin's series; Taylor's series; partial differentiation; multiple integrals; introduction to differential equations.

**Four hours credit.**

**Second Semester.**

## **METEOROLOGY**

### **101. Elementary principles of Meteorology.**

This course, an introduction to Meteorology, concerns atmospheric phenomena and stresses their relation to physical laws.

**Three hours credit.**

**First Semester.**

### **102. Applied Meteorology.**

A systematic study of the atmospheric elements, the weather bureau setup for obtaining weather data, weather codes and their interpretation, model stations; energy change in the atmosphere and application of the air-mass and frontal principle to the analysis and forecasting of weather. Emphasis on aeronautical meteorology

**Three hours credit.**

**Second Semester.**

## **MUSIC**

### **15. Ensemble 15 Junior College Orchestra.**

Open to all J. C. students who play orchestral instruments.

Purpose: To offer opportunity and training in orchestral playing with a view to public performance at assemblies and in the community.

Special ensemble work in music, vocal and instrumental, will be arranged by the music department whenever there is sufficient demand.

### **31. Elements of Music.**

This course deals with the rudiments of music including notation, clefs, keys, syllables, the teaching of rote songs, etc. Required in County Normal and State Limited curricula.

**Two hours credit.**

### **33. Band.**

Technique of various band instruments and study of band literature. Opportunity is offered for practice and instruction in conducting.

**Two hours credit.**

**Each Semester.**

### **35. Orchestra.**

Technique of orchestral instruments, study of orchestra literature and experience in accompanying. Opportunity is offered for practice and instruction in conducting.

**Two hours credit.**

**Each Semester.**

NOTE: Courses 33 and 35 will ordinarily be offered through enrollment in high school classes.

Credit as indicated will be granted for graduation. Several senior colleges offering similar courses will transfer credit in certain curricula.

### **41. A Cappella Choir.**

Membership is open to all Junior College students. The work of the choir is directed toward study of representative choral music and public performances in college and community activities.

**Two hours credit.**

**One hour per Semester.**

### **101, 102, 201, 202. Theory Basic Musicianship.**

These are basic courses for all students who expect to specialize in music. They correspond to the University of Michigan courses 11, 12, 31 and 32. They are devoted to the analysis of the style of J. S. Bach as found in the chorale harmonizations, and continue through a survey of the styles of Haydn, Mozart and Beethoven. They are integrated courses and include in their total content

- a. Correlation of aural, visual, and factual approaches.
  - b. Tones and rhythms in perpendicular and horizontal relationships.
  - c. Expression of musical ideas in elementary formal structures.
- Purpose To develop basic musicianship with special emphasis on aural theory.  
 Specific procedures. Lectures on acoustics. Study of triads. Intervals. Sight-singing and rhythmic reading. Emphasis on harmonic and melodic dictation.

**Four hours credit each.**

**Music Appreciation:** Designed to acquaint students with the fundamentals of listening and the musical classics. This is not primarily a transferable course.

**Two hours credit.**

**First Semester.**

## PHYSICAL EDUCATION

### 101 and 102. Physical Fitness.

Two hours per week required of all first-year students. Swimming is not required, but swimming instruction is offered for those who wish it. Six lectures on personal and social hygiene will be given as a part of courses 1 and 2.

Veterans are granted credit in Physical Education. However, they may elect courses 101 and 102 if interested.

**Two hours credit.**

**One hour each Semester.**

## PHYSICAL SCIENCE

### Physical Science 101.

Prerequisite: High School Algebra and Geometry or their equivalent.

This course offers an integrated study in the fundamentals of Physics, Chemistry, Geology, and Astronomy. It is designed primarily as a course in the field of general education, and to meet the needs of those students who wish a general knowledge of the physical sciences rather than detailed knowledge in any one specific science. The lectures and recitations are accompanied by a liberal amount of demonstration and some field trips.

**Four hours credit.**

**First Semester.**

### Physical Science 102.

Continuation of Physical Science 101.

**Four hours credit.**

**Second Semester.**

## PHYSICS

### 1. Elementary Physics.

Prerequisites: Mathematics 2 and 3 or equivalent in high school mathematics. By special permission one of these may be taken along with Physics 1.

A general course in elementary physics for students entering without high school physics. This course is designed to meet the needs of those lacking physics as an entrance requirement. Along with recitations and discussions, a considerable amount of demonstration is included. A minimum of five class hours is required each week.

**Four hours credit.**

**Second Semester.**

### 101. General Physics.

Prerequisites: Physics 1 or high school physics; Mathematics 1, 2, and 18 or their equivalents in high school mathematics. Trigonometry is very desirable. For those electing this course without trigonometry sufficient additional assignments will be made to meet the needs of the course. By special permission the requirement of high school physics will be waived for students having the equivalent of Mathematics 105 and 106.

This course deals with mechanics, heat, magnetism, and electro-statics. Four hours each week are devoted to recitations, lectures, and quizzes, and three to laboratory.

**Four hours credit.**

**First Semester.**

### **102. General Physics.**

Prerequisites: Physics 1.

A continuation of Course 1 with the same distribution of hours and covering the subjects of electricity sound, and light.

**Four hours credit.**

**Second Semester.**

### **201. General Physics.**

Prerequisite: High school physics or its equivalent. Trigonometry and the equivalent of Mathematics 105. (By special permission the latter may be taken as a parallel course).

A course covering the same general topics as Physics 101 but adapted to meet the needs of engineering students. Many quantitative relationships are more fully developed and applied to the solution of additional problems.

**Four hours credit.**

### **202. General Physics.**

A continuation of Physics 201 covering electricity sound, and light.

**Four hours credit.**

### **203. Problems.**

A course designed to supplement Physics 101 in order to complete the equivalent of Physics 201.

**One hours credit.**

### **204. Problems.**

A continuation of 203. Supplementing Course 102 in order to complete equivalent of 202.

**One hours credit.**

### **205. Engineering Mechanics, Statics.**

Prerequisites: Physics 21; Mathematics 27 (this may be taken parallel if previous mathematics grades are good).

Forces, components, vectors, moments, couples, methods of sections, stress in frame structures, analytically and graphically; cables, friction, centroids, moments of inertia, shear and bending moments.

**Three hours credit.**

**Second Semester.**

## **PHYSIOLOGY AND HYGIENE**

### **101. Physiology.**

An elementary introduction to the mechanism of the human body and its normal functioning. A course adapted to meet the needs of the pre-medical student, medical technician, dental hygienist, druggist, nurse, pre-dentist, and mortuary student. Open to all students.

**Four hours credit.**

**First Semester.**

### **102. Hygiene.**

An introduction to personal and community health, knowledge of which will enable the student to more adequately meet health responsibilities in the home, in the place of employment in the school and in the community.

**Four hour credit**

**Second Semester.**

## **POLITICAL SCIENCE**

### **Lectures on American Government.**

A course of lectures covering the form and functions of our government federal, state, and local and stressing the rights and responsibilities of citizenship. Required of all candidates for graduation who do not elect at least one course in political science or American history.

### **101. American Government.**

A study of the organization and functioning of the political, electoral, legislative, admin-



istrative, and judicial processes of the federal government. Conducted on a modified class recitation plan. Open to freshmen and sophomores.

**Four hours credit.**

#### **102. American Government.**

A study of the development, organization, and problems of the state and local governments along with their relation to the federal administrative agencies. Special emphasis will be placed on student participation in discussion of modern governmental problems. A continuation of Course 101.

**Four hours credit.**

### **PSYCHOLOGY**

#### **11. Psychology.**

This is a personnel course in methods of effective study and planning for life beyond college. It is designed for those who have been out of school for some time or those who have not acquired good enough study habits to continue educational pursuits at college level. A study is made of mental and vocational aptitudes, personalities and preferences as a guide toward choosing a life-work best suited to the individual.

**Three hours credit.**

**Meets 3 times per week.**

#### **201. Psychology.**

An introduction in general psychology. A study of the principles underlying experience and behavior as effected by motivation, emotion, learning, perception, ability, and personality.

**Three hours credit.**

**Each Semester.**

#### **202. Psychology.**

Prerequisite: Psychology 201.

Psychology of personality. The factors involved in the adjustment of the individual to the physical and social environment with emphasis on developmental factors.

**Three hours credit.**

**Second Semester.**

### **SHOP**

#### **11. Printing.**

Study of the printing industry; its scope, organization, relationships and importance. Historical study of the development of the fundamental graphic arts process. This course is for beginners and is intended to acquaint the student with the various tools and materials of a print shop and to teach him the fundamentals of plain type composition. Practical work in setting straight composition and elementary tabular forms, spacing, punctuation, and division of words; printers' mathematics, proofreader's marks and their use, construction of borders, lockup, and display composition. Three hours daily.

**Seven hours credit.**

**First Semester.**

#### **12. Printing.**

This course offers advanced problems in job composition, proper uses of type in securing contrasts, proportion, symmetry, tone and shape, harmony use of ornament, and interpretative display. Introduction to platen presses; starting and caring for press; press adjustments, handfeeding, press preparation, makeready on simple forms. Opportunity will be given to study plates, papers, and ink. An introduction to linotype will be offered to those interested. Prerequisite: Shop 11. Three hours daily.

**Seven hours credit.**

**Second Semester.**

#### **13. Wood Shop Practice.**

The aim of this course is to teach the proper handling of hand tools and machines and right standards of work. Identification of woods, their uses and suitable finishes to use will be stressed. Projects involving the use of hand tools and some elementary machine work will be built. Three hours of work in shop required daily.

**Seven hours credit.**

**First Semester.**



#### **14. Machine Woodwork.**

The use of power machinery in connection with cabinet work and elementary pattern making will be taught. Various types of woodworking machinery will be studied and exercises and projects involving the use of all machines will be made. Three hours of work in shop required daily. Prerequisites: Shop 13.

**Seven hours credit.**

**Second Semester.**

#### **15. Auto Mechanics.**

A course in automotive repair and maintenance covering, the theory of internal combustion engines, ignition and lighting, transmission systems, rear axles and body construction. Work experience in the shop on mechanical repairs and use of testing equipment will be an important part of the course. Three hours of shop work required daily.

**Seven hours credit.**

**First Semester.**

#### **16. Auto Mechanics.**

Continuation of Shop 15.

#### **17. Welding.**

Consideration is given to modern welding practice, including ferrous and non-ferrous metals and alloys; electric and oxy-acetylene welding and cutting. Three hours of shop work required daily.

**Seven hours credit.**

**First Semester.**

#### **18. Welding.**

Continuation of Shop 17

**Seven hours credit.**

**Second Semester.**

#### **19. Welding.**

This course is similar in content to Shop 17 One hour of shop work required daily.

**Two hours credit.**

**First Semester.**

#### **20. Welding.**

Continuation of Course 19.

**Two hours credit.**

**Second Semester.**

#### **21. Machine Shop.**

A study is made of the shaping of metals by cutting. The laboratory part includes practice with bench tools, lathes, planers, shapers, milling machines, and drill presses. Attempts will be made to develop skill as well as familiarize the student with the fundamentals of machine work. A study also is made of the more important semi-automatic and automatic machine tools used in modern manufacturing plants. Three hours of shop work required daily.

**Seven hours credit.**

**First Semester.**

#### **22. Machine Shop.**

Continuation of Machine Shop 21.

**Seven hours credit.**

**Second Semester.**

#### **101. Shop Practice.**

This course is designed for students interested in the study of machines, hand tools, and machine tools pertaining to machine shop, and also for those who wish to become proficient in manipulating the various machines such as the lathe, milling machines, shaper, planer, tool cutter, grinder, drill press, etc.

The scope and trend of modern shop practice and machines is used as a basis for class discussion.

One recitation and one three-hour laboratory period per week.

**Two hours credit.**

**Each Semester.**

## SOCIOLOGY

### 201. Principles of Sociology.

This course covers the fundamental principles of human relationship as revealed in group life and social institutions. Special attention is given to personality attitudes, social change, and cultural development.

Three hours credit.

Each Semester.

### 202. Modern Social Problems.

This course concerns the dynamic forces operating in modern society and attempts to show how these forces can affect personal adjustment and cause social problems. Mental diseases, delinquency crime, race relations, family life, the position of the aged in modern society are among the problems discussed.

Three hours credit.

Second Semester.

## SPANISH

### 101. Elementary Course.

Pronunciation. Understanding of grammatical constructions accompanied by exercises and easy composition. Daily oral practice.

Four hours credit.

First Semester.

### 102. Elementary Course.

Prerequisite: Course 101, or one year of high school Spanish.

Oral work continued. Reading and grammar accompanied by exercises and easy composition.

Four hours credit.

Second Semester.

### 201. Second-Year Spanish.

Prerequisite: One year of college Spanish or two years of high school Spanish. Students entering with three years of high school Spanish will be provided for in this course after consultation with the instructor.

Reading of modern texts. Review and application of the essential principles of grammar by means of oral and written exercises. Composition one day per week. Conversation. Outside reading to develop the ability to read rapidly at sight.

Four hours credit.

First Semester.

### 202. Second-Year Spanish Continued.

Prerequisite: Course 201 or three years of high school Spanish.

Four hours credit.

Second Semester.

### 203. Spanish Literature of the Nineteenth Century.

Prerequisite: Course 202 or four years of high school Spanish.

Reading of representative works from the Romantic revival to the present day, with special attention to the renaissance of the novel and to the "Generacion del '98" Reports and discussions.

Three hours credit.

First Semester.

### 204. Spanish Literature of the Nineteenth Century.

Prerequisite: Course 203.

Continuation of Course 203.

Three hours credit.

Second Semester.

- 205. Spanish-American Life** conducted in Spanish and designed to give a maximum of oral practice and general information regarding the Spanish-speaking countries.

Prerequisite: Course 204 or four years of high school Spanish.

**Three hours credit.**

**First Semester.**

- 206. Spanish-American Life.**

Prerequisite: Course 205.

Continuation of Course 205.

**Three hours credit.**

**Second Semester.**

NOTE:—See note under French concerning transfer credit.

## **SPEECH**

- 25. Popular Speech Activities.**

Parliamentary law and group leadership will be studied and practiced in order to equip students to organize, to conduct, and to speak in public meetings.

**Three hours credit.**

**Each Semester.**

- 26. Drama.**

A study of the one-act plays and the long play. Students in this course are responsible for the organization and the production of one-act plays and long plays when the latter are produced. This is a laboratory course on the theatre introducing the student to all phases of the stage, past and present.

**One hour credit.**

**Each Semester.**

- 101. Oral Expression.**

A laboratory course in public speaking, which aims to build the students' vocabulary, develop ease on the platform and the ability to think on their feet before an audience. Students will give about one speech a week, either impromptu or extempore. Written outlines will be required for all extempore speeches. Members of the class will be required to give verbal and written criticisms of the speakers and the speeches. This course is designed to prepare engineers and scientific students to enter Speech 102, but only general fundamentals are studied, so that other students may elect 101.

**One hour credit.**

**First Semester.**

- 102. Engineering and Scientific Speech.**

Semi-technical speeches of an expository nature are illustrated with blue prints, charts, scientific apparatus, machine tools, and parts of the machine itself. This course is not recommended for students outside the engineering or scientific fields, since its purpose is to make engineering and scientific principles clear to the average person in an average audience.

**Two hours credit.**

**Second Semester.**

- 221. Fundamentals of Speech.**

University transfer (Same as Univ. of Mich. 31).

A beginning course in the general fields of Speech which gives the student a survey of all forms of collegiate speech. The student is required to study the theory of speech and to practice the art of speech on the platform. Written outlines are required of all major speeches. Special attention is given to reading speeches over the radio.

**Three hours credit.**

**First Semester.**

- 222. Interpretation Speech (U. of M. Course 32)**

Phonetics and voice culture are studied to enable students to interpret good literature, and to project personality over the stage and over the radio. A brief introduction to the physiology of speech enables the students to become acquainted with the scientific field

of speech. A general survey of Semantics helps the student to examine the language of speech.

**Three hours credit.**

**Second Semester.**

**223. The Theory of Argumentation.**

A study of the preparation of short argumentative speeches for various occasions. The intercollegiate debate question will be taken up for a study in the theory of argumentation. Students will be required to debate pro and con on live issues of the day. This course is recommended for all pre-legal and salesmanship courses.

**Three hours credit.**

**Second Semester.**

**224. The Theory and Practice of Argumentation.**

Prerequisite: Speech 223.

A continuation of Speech 223 with practice in writing briefs and giving more specialized argumentative speeches and debates. In handling the issues of pertinent questions particular attention will be given to persuasion, motivation, and audience psychology.

**Three hours credit.**

**Second Semester.**

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